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S E C R E T DEFERRED TELEPHUCH 1908432 WASHINGTON 208255 TD: PARIS'.

FROM: EJFUS INFO EJDYPERS, EJD/HF, DR/CPD, CGS/CSB, OED/NOC

SUBJECT: ADMIN BEHANK HOGAME - THOMAS BUCASASIN (P)

1. ACCORDING TO MOC ON THOMAS B. CASASIN, RTACTION OBLIGATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND
(1000) POUNDS OF HHE FROM FRANCE TO WODUAL, EXPIRED AS OF 31
DECEMBER 1977. ALL OTHER COMMITMENTS, INCLUDING EXTENSION OF
CASASIN'S SERVICES UNDER MOC, EXPIRED 31 DEC 77 ALSO.

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT END OF FY 76 REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS OF THIS CASE TERMIN ATD.

3. FILE: 029-006-252/2; 201-0933259. E2 IMPDET.>
ORIG: E/F/S (SANDY DELONG X9487 14 APR 78); COORD: C/E/D/PERS.
(DUTER), E/D/BF (YOW), OP/CPD (BROOKS), CCS/CSB (FOR INFO),
DED/NOC (FOR INFO); REL: C/E/F (HORNSTEIN). CL BY 061308.

END OF MESSAGE

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#### MEMORALDUM CF ORAL COMITMENT

			DAVE 27 3.1 1975	<u></u>
TO.	OFFICE OF FINANCE			
VIA:	CHIEF, EUR AND GONTRACT PEI	RSCHIEL DIVISION		
FROM	CONTRACT ARPROVING OFFICER,			A
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obtain	ed. Type (former Career d	lated		
3. CI	TIZENSHIP - Subject (is) (IS!	not) a WODUAL Citizen.		
Ą, CC	MPENSATION - Subject will be	paid nothing	er <u>in</u>	· 
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CONT	- TINGENT OBLIGATIONS - (Not pr	caised Subject but may	have to be met) *Descr	ibe
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COMMI	TMENTS OTHER THAN THOSE DESC	RIBED ABOVE HAVE BEEN M	ADE TO SUBJECT.	
		SIGNED:	1.10 / 1/2000	<u> </u>
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	COMERNERER	12	FORMATION		SIGNATU	ME .
Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, ELR Division to extend the MOC for Thomas B. CASASIN (P) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from Paris to the United States.  Subject, now age 52, retired under CIARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of \$5,000.						
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1974 0 - 575-65

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Operations

FROM: Chief, European Division

SUBJECT:

Request for Extension of the Services of Thomas B. GASASIN (P), Retired Annuitant, under a Memorandum of Oral Commitment

1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from Paris, France, to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.

- Basic Data and Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in Tokyo. In 1962 CASASIN was assigned to Paris under nonofficial cover as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with UNESCO, a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by Paris Station as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1) (c) (1).
- Staff Position: Due to his growing employment involvement at UNESCO, CASASIN requested, and the Paris Station agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

E2 IMPDET CL BY 057567

with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in UNESCO's employ, which is expected to terminate in 1977. CASASIN's experience as an Operations Officer and, specifically, experience and operational contacts derived through his present employment position in Paris are sufficiently valued by the Paris Station to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASIN's services under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977 with total compensation being money equivalent to the cost of shipping a maximum of 1,000 pounds of personal effects from Paris, France, to the United States.

William W. Wells
Chief, European Division

CONCUR:  Deputy Director for Operations	17 Fd /47
APPROVED:	និង គឺ៩២ rom
M Director of Personnel	Date
DISAPPROVED:	er er er er
Director of Personnel	Date

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MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : Career Management Group, Contract Personnel Branch

SUBJECT: Thomas B. CASASIN (P)
Termination of contract

This is to advise you that Thomas B. CASASIN'S (P) contract expired 30 June 1975. It is requested that CASASIN'S contract be terminated effective that date.

Gerald K. Hughes, Jr. Chief, Personnel Section European Division

APPROVED:

E2 IMPDET CL BY 027164 CONFIDENTIAL

MEMORANDUM FOR : Deputy Director for Management and Services

SUBJECT

: Request for Voluntary Retirement -Mr. Jácques C. Richardeca Casasin, Thomas B.

- 1. This memorandum submits a recommendation for your approval in paragraph 3.
- .2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-15 Equiv. Position: Career Associate

Career Service : Operations

: Europe Division Office/Division

Date Requested for Retirement: 28 June 1974

. 50 Age at that Date

Years of Creditable Service

Years of Agency Service

Years of Qualifying Service

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

3. De Felice

Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

/s/ Horald I. Drowman

Deputy Director for Management and Services

Date

CONFIDENTIAL

3588 14-741

- Return to Director of Personnel

- 1 ROB Soft File 1 ROB Reader

OP/RAD/ROB/WFMadiganicam/3257 (27 June 1974)

### CERTIFICATION BY THOMAS B. CASASIN CARFER ASSOCIATE, AS TO EXPENDITURES OF ADMINISTRATIVE ALLOWANCE

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency contract dated 5 August 1972 and any amendments and extensions thereto have, to the best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

SIGNED

Date

Thomas B. Casasia

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NEED	TO KNOW DATE WHEN CASASIN	WILL CONCLUDE UNC	AIRD EMPLOYMENT.
SECTION-I	(C) NOC STATUS REPORT FOR	WARDED REF 8 STATE	S HE ON

THREE-YEAR EXTENSION CONTRACT WITH UNCAIRD TO END JUNE 1977.

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S E C R E T 1310032 MAY 75 STAFF CITE PARIS 56954 TO T DIRECTOR. HODEEP ADMIN

- 1. THOMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT UNCAIRD AS THE REASON.
- 2. HE HAS AGREED TO FUTURE MEETINGS WITH STATION

  OFFICERS ON AN INFORMAL BASIS, FOR HIS CONTINUING

  COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR

  SHIPMENT OF HEE TO THE U.S. BE KEP OPEN UNTILHE

  CONCLUDES HIS UNCAIRD EMPLOYMENT, STATION WILL WRITE

  A MOC COVERING THIS CONTINGENCY, PLEASE ADVISE YOUR CONCURRENCE.

  E-2 IMPDET

		DATE	5 (10 may 1998) 12 (12 may 1998)
		CTC NO.	210.
MEMORANDUM F	OA: Director.of Finance		
ATTENTION	: Chief, Compensation a	ind Tax Division	عادوسته پیدادر برخور دو کار امار دو در دو در دارد
THROUGH	: Chief, Contract Perso	nnel Division	
SUBJECT	: Tax Assessment for	Thomas S. CARLSIN	
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NEMONATION FOR: Director of Finance  ATTENTION : Chief, Compensation and Tax Division  THROUGH : Chief, Contract Personnel Division  SUBJECT : Tax Assessment for Thomas B, C.V. (1)  1. A flat rate percentage evert tax manesament of this individual's gross taxable Aconcy entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.  Aconsment Rate (Percentage) Effective Date Tax Year Delve and abnetoning (12.9)  2. This is a Trained assessment.  3. Other payroll factors pertinent to this tax assessment action are as follows:  CONTRACT APPROVAL:  26 DEC 1974  Chief, Contract Personnel Division Date  Distribution: Orig - Addresses; 1 Cop CFD: 2 Copy - CCS/CSS: 1 Copy - CMCCMG: 1 Copy - CCS/MB.  SECRET  1277, 2643 111.1111111	í. • .		DATÉ: 33 12	coder 1979
ATTENTION : Chief; Compensation and Tax Division  THROUGH : Chief; Contract Personnel Division  SUBJECT : Tax Assessment for Thomas S. COAST. (7)  1. A flat rate percentage covert tax assessment of this individual's gross taxable Assessment entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.  Associated Rate (Percentage)  Associated Rate (Percentage)  2. This is a povised gentlement to this tax assessment getion are as follows:  2. This is a povised gentlement to this tax assessment getion are as follows:  CONTRACT APPROVAL:  Contract Personnel Division: Date  Distribution: Orig - Assessment I Coay - CCS/CSS: 1 Coay - CCS/CSS: 1 Coay - CCS/CSS.  SECRET			CTC NO. 24	
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### MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CASASIN

PERIOD COVERED: January - June 1974

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the French Branch at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for UNCAIRD operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at UNCAIRD, operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

John H. Kenney Operations Officer

#### SECTION-D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the NOC Status Report on Subject for the period ending 31 March 1974: these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOGSBERC who prepared Section I, and George T. HEMSLEY, who prepared Section III of the NOC Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many mople in his milieu, including Sovicts; he reports in considerable volume on these contacts. We encourage him to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

/s/ Oleg Selsky
Operations Officer

CONFIDENTIAL

Thomas B.  2. CERTIFY THAT EXCEPT FOR FIRS CONTITED UNDER THE ABOVE INSTRUCTIONS ALL INSEPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULA  DATE  TYPED ON PRINTED NAME AND SIGNATURE OF SUPERVISOR  CAY RUSSELL N. SKOGSBERG  TYPED ON PRINTED NAME AND SIGNATURE OF REVILENCE	
personnel and others whose dulies do not in themselves (eveal sources of information and in that a complete and realistic statement of specific dulies may be reported in Section B. Ho sitian of information or operations will not be included. On the other hand, the descrip ployees may jeopardize security and should not be fully reported on this form. In these will be included in Section B indicating the level of responsibility.  INSTRUCTIONS  The following items of the Fitness Report will NOT be completed by field personnel.  SECTION A; items 2, 3, 7, and 8.  SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and S TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR DESCRIPTIONS OF SUPERVISOR DESCRIPTIONS OF SUPERVISOR DESCRIPTIONS OF SUPERVISOR DESCRIPTIONS OF SUPERVISOR DESCRIPTION OF SUPERVISOR OF REGISTRATION OF SUPERVISOR DESCRIPTION OF SUPE	to the case of administration and sixten
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TO: DIRECTOR.

ADMIN PERS

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CONTRACT. E2 IMPDET.

SECRET

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH

CMG/CP

SUBJECT

Inclusion of HHE shipment in contract for Independent Contractor, Thomas B. CASASIN (P)

1. It is requested that the new contract for Thomas B. GASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.

2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.

- 3. EUR has been granted approval to hire CASASIN under a Paris Station project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.
- 4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.

George W. Owens Chief, Personnel Section European Division

CONCUR:

CMG/CP

19 JUL 1974

Date

E2 IMPDET CL BY 033769

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CSB 74-254

26 June 1974

MEMORANDUM FOR: Chief, Retirement Affairs Division

SUSJECT:

Mr. Jacques G. Richardson

- 1. This is to advise you that Mr. Richardson will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospitalization insurance.
- 2. All future correspondence with Mr. Richardson will be handled through the Cover and Commercial Staff.

GEORGE S. POWELL
// Chief
Cover Support Branch
Cover & Commercial Staff

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MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Operations

SUBJECT : Request for Approval to Utilize

Thomas B. CASASIN (P) as an Independent

Contractor \*

REFERENCE : DD/P 6-1818, 2 May 1966

- 1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.
- 2. Basic Data or Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in Tokyo. Until his departure for Paris he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to Paris under non-official cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.
- 3. Staff Position: In 1972, with Paris Station approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET CL BY 055747

SECRET

Roosevelt

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of \$8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement.

4. Recommendation: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.

Archibald B. Roosevelt, Jr. Chief, European Division

CONCUR:

Deputy Director for Operations

APPROVED:

Director of Personnel

Date

Date

Date

NENORANDUM FOR: Chief, Contract Personnel Division

THROUGH OIG/CP

Termination of Contract for Thomas B. CASASIN (P) SUBJECT

This is to inform you that Career Associate Thomas B. CASASIN (P) retired from the Agency on 28 June 1974. His contract is terminated effective as of that date.

> Chief, Personnel Section European Division

Distribution: Original & O- Adse.

APPROVED:

/s/ Charles W. Sandman Special Controlling of

E2 IMPDET CL BY 033769

MENORANDUM	FOR: Office of Finance		,
FROM	: Administrative Allo	wance Committee	·, .
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	Career Associat	e, Thomas B. CASASIN	, i
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E2IMPDET CL by: 063837 SEGRET

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ATTENTION : Chief, Compensation	and Tax Div	ision			,
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SUBJECT : Tax assessment for	Thomas	R CA	SASIN	(p).	, `
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- 1. REQUEST THOMAS B. CASASIN FORWARD HQS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.
- 3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 3 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

OF/CETD/D. LAWREY/TELECOORD

C/E/Shistons order

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED /E 2 IMPDET

CAMPTREMETAL

-	MEMORANDEM FOR	Office of Fi	nance			
- 1	FROM :	Administrativ	ve Allowance	Committée :		
	SUBJECT :	Fixed Allowa	nce Amendment	for		
.* . *		Career As	isociate, The	mas B. CA	BASDI	
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E2IMPDET CL by: 026715

27 June 1973

MENIXAVIAN FOR: Office of Finance

IUR/Contract Personnel

Changes in Financial Analysis Number SURVICT

Personal Services of Thomas B. CASASIN (P)

OBJECT CLASS:

It is requested that the cost of personal services for subject Career Agent EXAMMENT be changed, effective the pay period beginning

from Financial Analysis Number 3131-4292

HUR DIVISION BUDGET OFFICER

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SECTION A: Items 1, 4; and 7

SECTION D, Items 1, 2; and 3 (Only in respect to "Typed or Printed Name and Signature")

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SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, on the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 450 ODSOLETE PREVIOUS EDITIONS

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O-Outstanding	Performance is so es		gnition.			parison to th	e performance of others d	oing similar
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ormance of speci articular limitatio	everything about the fic duties, produc- ins or talents. Bas	ne emplays tivity, car ed on you	se which influence iduct on job, coop r knowledge of er	s his effo erativeni nployee's	ectiveness in h	is current personal t rmance du	position such as per- raits or habits, and ring the ruting period, level of performance.	RATING LETTER

ORM 45 ORGOLETE PREVIOUS EDITION

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#### SECTION C

#### NARRATIVE COMMENTS

Indicate significant strengths of weakinesses demonstrated in current position keeping in proper perspective their relationship to averall performance. Secte is agging to a made for improvement of work performance. Give recommendations for training. Commisses on foreign language comperence, if required for extent of stricts. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Homes of performance of managerial or supervisory duties and cost, consciousness in the use of personnel, to tree, equipment and types, which was a first an applicable. Their a space is needed to complete.

During the period covered by this report, subject began a new job in an upper-level, executive capacity with an international erganitation. He obtained this job without BERERILD assistance and the salary offsets approximately 40% of the total cost of this activity. This cover job was possible because of subject's extensive, solid background in actentific journalism and his French (luency. His cover is impeccable because he is capable of a first class, professional performance on this job and he was selected for the job solely on his professional qualifications in competition with other highly-qualified persons.

A solid cover situation is useful only to the extent that it serves as a base for ENERALD activities. Despite a full time job and unvitting superiors and co-workers, Subject has done a full time job for ENERALD. He has maintained an intensive dialogue with one Soviet official, frequent contact with others, and he is developing additional Soviet contacts in his cover organization. He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organization, to develop and maintain direct and long-tens contact with acronic of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.

Subject devotes about SCI of his operational effort to the Soviet and Chinese targets. His operational reporting reflects these priorities and it is timely;

SECTION D	CERTIFICATION AND GO	MMENTS TO THE
1,	BY EMPLOYEE	
. ,	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C'OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		/s/ Joseph I. Saltsman
	BY DEVIEWING ACCION	Αι

### COMMENTS OF REVIEWING OFFICIAL

During the period under review, this BOC moved into a highly attractive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The NOC is also superbly equipped to handle this new position, by virtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, both for the cover employer, and for the Organization as well.

With respect to the specific duties set forth in the first section of this .
report, this reviewer would not have rated specific duty number two at the "O"

ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	1 FPED OR PRINTED NAME AND SIGNATURE
		/e/ Hugh P Wontgomery

SECTION C

NARRATIVE COMMENTS

complete and literate. Despite his relative isolation as a NOC, he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

As is normal in a NOC situation, subject has no supervisory duties with BERERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

SPULION D (cont'd) REVIEWING OFFICIAL

level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are perforce subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon the NOC, hears still not performed in a manner which would correspond to the literal definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the narrative on this NOC. He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that the NOC landed this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective NOC, whose ner cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

Comments by Chief, EUR France:

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen yow effectively Casasin can exploit this situation

C/E/F

SECRET

ATTACHMENT - FITNESS REPORT - Thomas B. CASASIN (P)

## NOCAD/MB REVIEWING OFFICER COMMENTS:

Whether Specific Duty No. 1 is rated "O" (as by the Station rator and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in NOCAD achinistrative and managerial responsibilities has been prompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and competence in a demanding and sensitive NOC assignment, NOCAD agrees with CASASIN's overall performance rating of "Strong".

/s/ Charles J. Beckman

Charles J. Beckman Chief, NOCAD/Management Branch

MEMORANDUM	FOR: Office of Finance	
FROM	: Administrative	Allowance Committee
SUBJECT	: Fixed Allowanc	e Amendment for
	Carcor Associa	to, Thomas B. CASASIN
1. Effectiv	e 14 February 197	to offset dollar depreciation,
the fixed allowance	e for Subject is révis	ed by substituting the figure
for the figure	12, 234	
2. All other	r provisions of the cu	rrent Allowance Committee
्र Addendum remain	in full force and effec	ct.
•	•	UNITED STATES GOVERNMENT
		BY KINNIT C Rish Merch. Contracting Officer
APPROVED:		
Allowance Co		

SECRET

EZIMPDET CLby 026715 MEMORANDUM FOR: Official Personnel File

SUBJECT : Richardson, Jacques F.

CASASON, T.B.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—historical, analytical, technical, etc.—on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by Mr. Richardson:

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX. No. 4 (Fall 1965)

HUGH T. CUNNINGHAM / Charman, Board of Editors Studies in Intelligence

Distribution:

0 - Subject's Official File

1 - NOCAD/Pers

# Thomas B. Casasin

Date Action Conversation Grade
15 MAY 72 Career Agent 33,260 GS-15/
7 JAN 73 API 34,971 GS 15

## AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM FOR Career Agent, Thomas B. CASASIN

Mr. Thomas B. Casasia

Dear Mr. Casasia:

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure \$12,234 for the figure \$11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT
Sig...
BY
Contracting Officer
APPROVED:
Allowance Committee

Note: CASASIN was converted from Staff Agent to Career Agent status, effective is May 1972. The conversion does not affect any provisions of his Allowance Committee Addendum dated 18 April 1972.

EZIMPDET CLby 027015

	SECR	ET Established		
	LD REASSIGNMEN			
NAME OF THE COLOR PROMISE OF THE SAY. Thomas B. Casasin	26 Sopt 73	NAME OF SUPPOVIS		3 Oct. 73
DATE RECEIVED AT HEADQUARTERS.	OPATA785	DATE RECEIVED BY	CAREEN SERVICE.	
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20 Jan 24 CS ACC. CAP	Assoc, GS15	*4. "STATION OR S	aris	S. CANPT FOR CURPENT COVER UNICAL.D
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ily two-year contract with theoretically, renovable	th Uncalpu one	ls officiall	y 14 FBY 197	4; 16 10,

9. LIST YOUR WALCO DUTIES DURING CURRENT TOUR ("see special note on transmittal form).

[ falso attach personal cover questionnaire in accordance with CSI-F 240-8)

Have continued by spotting and assessment functions, usinly of NERARLE and TAPELS individuals on a selected basis but of third and fourth antionals as well. Have concentrated on two particular PARAMES targets, while assuming now cover responsibilities and managing a fairly large-scale, authorite cover property in the field of mass communication. Have also remembed to Etation investigative meets in fields other than my own, and have maintained a continuing relationship with a high-level, well placed PARAMES political-technical camperent perconality, have also developed a minor, yet well-placed Distance perconality in the field of technical imposation and management.

Have arranged to travel to various values of technical and scientific moetings for appropriate coverages of personalities or substance, estate the case required.

10. TRAINING DESIRED: INDICATE BHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.

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13. IN CONSIDERATION OF THE EXPERIES AND THE STAFFING REQUIREMENTS OF ASSIGNMENT AND TRAINING. HCS. APPROVES 1:0540 1		COMPONENT'S AFCOMMENDATION FO	
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	FOR USE BY CAREER SERVICE		
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5. EMPLOYEE NOTIFIED BY DISPATCH NO	11/4 foliosed by a	new tour.	
. CABLE NO		<del>13 (c) 17/-</del> :	
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CAREER SERVICE REPRESENTATIVE:	(SEGNATURE)	DATE	

#### CONFIDENTIAL

FITNESS REPORT if CONSIDENTIAL is not adequate for the report when com	7,
SECTION A. GENERAL INFORMATION	
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X CAPEER PROVISIONAL RESERVE X ANNUAL 21 MONTH MENT	SPECIAL
12. PEPORTING PETICO (Framile) 13. DATE REPORT DUE IN O.P.	
1 Jan /3-31 Dec /3:   28 February 19/9	
SECTION B PERFORMANCE EVALUATION	
U-Unsatisfactory  Performance is unacceptable. A rating in this category requires symmetriate and positive remedial action. The mature could range from counseling, to further training, to packing an probation, to reassignment or to regardance. Describe	of the oction
or proposed in Section C.	
M-Marginal Ferformance is deficient in same aspects. The recisions for assigning this rating should be stated in Section C and eatable or recommended should be described.	medical actions
P-proficient Performance is satisfactory Desired results are being produced in the manner expected.	v <sub>e</sub>
5- Strong Performance is character and by exceptional prefixience.  Or <u>Outstanding</u> Performance is no exceptional in relation to requirements of the work and in comparison to the performance of others.	daina simila-
work as to warrant social recognition.	
SPECIFIC DUTIES	
reforms EACH specific duty. Consider CNLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be neither a supervisor of employees supervised).  PROTIFIC DUTY NO. 1	RATING LETTER
Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.	O
PECIFIC DUTY NO. 2	DHITAR
Exploits his natural access to Soviet personnel for operational needs.	P
PECIFIC DUTY NO. \$	RATING
	LETTER
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	ħ
PECIFIC DUTY NO. 4	RATING
Makes imaginative use of cover position to meet Chinese officials	
at international conferences.	s
PECIFIC DUTY NO. 8	RATING
	LETTER
Operational reporting.	s
PECIFIC DUTY NO. 6	RATING
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OVERALL PERFORMANCE IN CURRENT POSITION	
te into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, adultivity, conduct on job, cooperativeness, perfinent personal traits or hoots, and perficular limitations or talents. Based on your knowledge	RATING
emplayee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which mast accu- ely reflects his level of performance.	P
ductivity, conduct on jeb cooperativeness, pertinent personal treits or Rebits, and particular limitations or talents. Based on your knowledge moloyee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accu-	LETTER

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NARRATIVE COMMENTS

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During the period covered by this report, Subject has settled into his new cover job as an upper-level executive in an international organization. This salary offices approximately 40% of the cost of maintaining this NOC in Paris. His cover is, however, excellent for other than financial reasons: Subject's experience and skills are such that he is admirably qualified to perform the job and is doing outstanding work in the eyes of his peers and supervisors, all of whom are unwitting. More importantly, it places him in a situation where he has normal, daily contact with numerous Soviet officials and by skillful use of his cover job he concocts logical reasons for contacting Chinese officials to whom he does not have natural access. In addition to direct contact to target individuals, Subject uses his position to spot and assess co-workers having access to Station targets.

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is concebbat unique for an NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT 15 Feb 74 /s/ Thomas B. CASASIN BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION TYPED OR PRINTED NAME AND SIGNATURE OFFICIAL TITLE OF SUPERVISOR /s/ Oleg N. Selsky Operations Officer for Joe Irl Saltsman BY FEVIEWING OFFICIAL

I concur with the supervisor's letter ratings and with the substance of his narrative comments. Put as simply as possible, Subject has done an outstanding job in establishing superb access cover; it now remains for him and the Station to exploit it operationally. On the basis of his ability during the reporting period to establish meaningful relationships with target Soviets or to spot and assess leads to potential agents who can, Subject's retention is this assignment would not be justified in terms of costs. The 40% rebate does make this effort entirely defensible, however, but Subject should understand that we expect more concrete results now that his cover position has been solidified. OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

12 Feb 74

Deputy Chief of Station

/s/ John W. Berg

#### CONFIDENTIAI

### SECTION C - Narrative Contents (continued)

country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers who can be selected and recruited (based on his assessment reports) by other case officers to serve as access agents to Soviet officials.

Despite long service as an NOC, Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an NCC position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

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Fitness Reports must be prepared personnel and others whose dutie that a complete and realistic statistics of information or operation of ployees may jeopardize security will be included in Section 8 ind	I with due regard for serves s do not in themselves reve ement of specific duties ma ns will not be included. O and should not be fully re	al sources of information and be reported in Section 8, in the other hand, the desc ported on this form. In the	d methods of oper However, the nati tintion of specific	ration, it is normally ure, source, purpose duties of certain	or dispo-
Will be included in Section B ind		ISTRUCTIONS	7	<u> </u>	
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12 7b 74	George T.	HEMSLEY OF REVILWIN	1 / Hz	preudonym)	
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l August 1972

MEMORANDUM FOR: Chief, Transactions & Records Branch

FROM

1 Contract Personnel Division

SUBJECT

CASASIN, TB

Contact C/CPD prior to servicing any request for verification

of Agency service.

/s/, Don H. Luctucher

Dow ii. Lucticher
Chief
Confract Personnel Division

NOTE: Subject converted from Staff Agent status to Career Agent status
effective 15 May 1972; this should be placed in his terminated
Staff Agent file.

SECRET

GROUP I - Excluded from automatic downgrading and declassification;

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP

This is to advise that. Thomas B. CASASIN (P) has been employed under an Agency personal services contract effective, 15 May 1972 . The contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/EUR

/s/ Pow H. Incl. phar

Dow H. Luctacher · Chief Contract Personnel Division

Former Staffer (Stf Agnt)

SECRET

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	s Office	<b>r</b> .			P/EUŘ/F		Paris	
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ECTION B	.m.cn 19/		ERFORMAN			<u>- 31 W</u>	LATCO LY/6	
J-Unsahislactory	could range from or proposed in S	n counseling, to furth fection C	es training, to p	locing on	probation, to re	asugnment	imedial action. The nature or to separation, Describ	s action taken
M-Marginal		leficient in some asser lended should be desc		for assign	ing this rating a	hould be s	lated in Section C and cen	nedial actions
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Strong	Performance is a	haracterised by esces	phonal proficien	cy.	•			
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inner in which ei	mployee perform	s EACH specific o	luty. Conside	W ONLY	offectiveness	in perfoi	ing letter which best of mance of that duty. I employees supervised)	lil employee
	aintenance	of effective				ning		RATINO
. 38	a WOMAC	E officer in	this situ	ation				
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nance of specificular limitation	ic duties, prod is or talents. B	uctivity, conduct of a seed on your know	on job, cooke vledge of em	rativeno playee's	ss, pertinent overall perfo	personal Amance d	t position such as per- traits or habits, and uring the rating period	4.
w the lefter in t	na rezen <b>g poz 6</b> 6	eresponding to the	storement wit	iich mos	•	ellocis hi	s level of performance	s

EDITIONS

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Reviewed by OP/SPD/PP8

#### SECTION C

#### NARRATIVE COMMENTS

Indicate significant strengths ar weddnesses demonstrated in current position keeping in proper perspective their relationship to averall performance. Give recommendations for training. Comment on foreign language competence is suggestioned for current position. Amplify or explain ratings given in Section B to provide best boars for determining future, personnel, oction. Manner of performance is supervisory duries and case consciousness; in the use of personnel, oction. Manner of performance is supervisory duries and case consciousness; in the use of personnel, oction of the provided the complete section of the personnel of the

During the period covered by this report subject's job with a scientific publication was terminated for economy reasons. He has now, by his own efforts and with no BKTRUST help, obtained a similar position (as of mid-March the contract has not been signed but it is almost certain that he has the job) with an international organisation. The job is at a professional level with a salary that will offset approximately 40% of the total cost of this activity. His French fluency and background in scientific journalism were instrumental in obtaining this job. Subject's operational security is good and all indications are that his cover security is superb.

Despite a full time cover job, and completely unwitting employer, subject has maintained a high output for BKTRUST. He has maintained trequent and meaningful contact with two MHHARSH nationals in Paris and with an MHHARSH couple in another European city. The flow of spotting reperts is equal in number and quality to those produced when his cover work was less demanding. One person spotted and assessed by subject was successfully recruited by an "inside" case officer. Subject's cover situation precludes the possibility of his recruiting.

/continued/

		•					
SECTION D	CERTIFICATION AND COM	MENTS					
I.	BY EMPLOYEE						
10	ERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT					
DATE	/s/ Thomas B. CASASI	N					
2,	BY SUPERVISOR						
MONTHS EMPLOYEE MAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN TO	DEMPLOYEE, GIVE EXPLANATION					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE					
24 March 1972	Ops Officer	/s/ Joe IRL Saltzman					
3.	BY REVIEWING OFFICIA	L					
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PATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE					
-27 March 1972	DCOS '	/s/ Hugh Montgomery					

#### SECTION C NARRATIVE (continued)

It has been noted in past fitness reports that subject was weak in long-range, operational development of a target. The ease and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHARSHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It some times appears that subject's reporting could be more precise and more closely attended to BKTRUST objectives. This is probably the result of time limitations, and the NOC officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal in a NOC situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility: Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

#### Section 3 - Comments by Reviewing Official

The career of this NOC officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

The report notes that this officer has conducted a lengthy dialogue with an MHHARSH target; it is quite accurate that our NOC has handled himself well in a situation where disparity in age and background renders the relationship somewhat incongruous. Nonetheless, accuracy requires that we record that the NOC's interlocutor has obviously not maintained this ongoing relationship solely for altruistic motives, and has, in point of fact, on one occasion suggested that the NOC might wish to "help" him in the preparation of restricted distribution reports on the local situation, even though the particular topic was in itself totally innocuous. For these reasons we continue to monitor this relationship with great care, particularly since we simply cannot assess its longer range viability and the direction it is likely to take.

In sum, the NOC has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, the NOC learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

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ADMIN TOPSY HODEEP

- FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RECONVERSION TO CAREER AGENT:
- A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT. WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.
- B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY

  ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS

  OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL.

  ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.
- C. CASASIN WILL BE TRANSFERRED TO RECORD UPON DATE OF HIS ACCEPTANCE BY UNCAIRD.
- 2. SHOULD CASASIN NOT BE ACCEPTED BY UNCAIRD, HOS RECOMMENDATION, SUBJECT TO STATION CONCURRENCE, UOULD BE FOR CASASIN
  TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO

  COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOUING THIS PERIOD CASASIN
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Attachment #1

Item 44. Operational Expenses

Reimbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

Attachment #2

Item 50. Offset of Income

In accordance with IN 20-129(2b), CASASIN will initially be permitted to retain \$1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by \$551, which totals \$2000.

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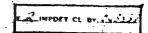
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Mr. Thomas B. Casasin

Dear Mr. Casasini

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

- 1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of \$8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.
- 2. Taxes. As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.
- 3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per diem in life of subsistence in the course of all travel performed hereunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per diem provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.
- 4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.
- 5. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.
- 6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.



- 7. Status. Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.
- 8. Requirements. Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.
- 9. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.
- 10. Secrecy. By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U.S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U.S. and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY/S/Charles W. Sandran
Contracting Officer

ACCEPTED:

Thomas B. Casasin

WITNESS:

APPROVED:

RCB | H 14

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

- l. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.
- 2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.
- 3. Compensation. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a basic salary of \$33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon said basic salary.

### 4. Disposition of Cover Emoluments.

#### (a) Earned Cover Income.

- (1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.
- (2) Earned cover income in an amount initially computed at the .ate of \$1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of \$2000 per annum.
- (3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount.

- (4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will pay your basic contractual salary (initially \$33,260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated carned cover income based on the last report. Adjustments, if any, will be made following receipt of the yearend report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.
- (b) Other Cover Emoluments. With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.
- 5. Taxes: (a) As an employee of the Government, you must satisfy your rederal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be said you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.
- (b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.
- 6. Allowances. You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.
- (b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

- 7. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment; and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Covernment regulations. You will also be authorized shipment of household effects; presently stored in Paris, France, for combination with such household offects as are prosently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of a seignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to regiment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility. whichever is directed by the Government.
- 8. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of internation, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.
- 9. Repayment. It is recognized that your failure to account for or refund any monies advanced you horeunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.
- 10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.
- (b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Gövernment will be transferred to the leave account established for you under this agreement.
- (c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

- (d) Your participation in the Retirement and Disability. System of this Organization is preserved by virtue of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Retirement and Disability Fund will be deducted from the basic compensation due you hereunder.
- (c) You are herein authorised continued coverage under the Federal Employees' Health Denesits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your sinancial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.
- (f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.
- (g) (i) This organization is authorized to may the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.
- (2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

- (h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.
- II. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions.

- 12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any inture whatsoever and wherever situate, which property has in act been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.
- 13. Secrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.
- (b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Covernment, this contract may be terminated.
- 14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.
- 15. Reassignments. During your period of service under this agreement, it may be necessary for this organization to terminate an assignment for easons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.
- 16. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you berein acknowledge that this organization makes no commitment, either express or implied, that appointed amployment status will be offered you at the conclusion of or during your period of contractual service.
- 17. Term. This contract is effective as of 15 112 and shall ontinue thereafter for an indefinite period unless sooner terminated:
  - (a) Upon minety (90) days' actual notice by either party hereto.
  - (b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

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(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Ternilnation of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

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Contracting Officer

ACCEPTED:

Thomas b. levanie

Thomas B. Casasir

WITNESS:

APPROVED:

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#### AMENDMENT TO

# SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION FOR THOMAS B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

Taxas. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

BY Personnel Officer

Copy fonched to field Tot 452637

Thomas B CASASIL O ADMIN FERS TOPSY WODEEP ALTHUS RESURTED - RESPECTACES REF: PARIS 27 vol, 27 April 1972 As reported in reference, CASASIN begins his UNCAIRD job on 5 June 1972. Forwarded USC are a Curriculum, Vitae which he prepared for UNGAIGD and a completed form required for an LNLUTE security clearance. Regional Al Comien Reginals M. GUNION Attachment: 1. As stated, USC ele all de hy trapal is they 72 2 635 C/EUR w/att USC 1- Nee RCG CS COPY O A I +-WAY 8 DESPAICH SEMBOL AND NEWSER A May 1972 OFPA-9E019 Sirking. SECRET

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ie into account everything about the employee which influences h mance of specific duties, productivity, conduct an job, capper ticular limitations or talents. Based on your knowledge of empl ce the letter in the rating box corresponding to the statement which	ativenes layee's	s, pertinent p overall perfor	ersonal tr	aits or habits ing the rating	, and period,	S.

#### SECRET

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Indicatér significant strengths or weakne is es demonstrated in current position keeping in proper perspective their relation king to a verall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment of foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for desimining furtre personnel action. Monter of performance of managerial or supervisory duties and cost consciousness in the step personnel, space equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, original servation sheet of paper.

During the period under review, Subject managed to gain full-time amployment as a senior executive of an HBSPRITE government subsidized scientific publication at a time of economic slowdown when jobs were not easy to get. He did this without help from Headquarters or the Station. Such an achievement is a tribute to Subject's fluency in French, his ability to write, his general scientific know-how and his good buisness sense. Over half of his salary therefore is now paid by this company. In converting to full-time employment, a major adjustment, Subject's contribution to the Station operations in the MHHARSH and TPFAST fields against which he is targetted temporarily decreased somewhat, Subject continued, however, to maintain contact with three local MHHARSH officials and initiated contact with three others. He also continued to search for new leads to personalities in the priority areas assigned to him. Subject has the capability to call on local scientists or technicians of just about any nationality with the possible exception of TPFAST citizens. He has used this nearunique potential well.

Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary ---con't-

SECTION D	CERTIFICATION AND CO	DMMENTS
	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
9 June 1971	/s/ Thomas B. CASASIN	·
2.	BY SUPERVISOR	-
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
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	Handling Officer	/s/ Francis S. Sherry
3.	BY REVIEWING OFFICE	AL

COMMENTS OF REVIEWING OFFICIAL

The Staticn submitted comments on Subject officer recently in OPPT-16549 (8 April 1971), to which we should add that Subject has, largely on his own merits, acquired a solid and potentially highly useful cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for Organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite

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#### FITNESS REPORT

# section C (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copious. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHHARSH and TPFAST targets.

## Section D (continued)

substantial. In a word, is it worth it? We do not yet know, although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

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		OVERALL F	PERFORMANC	E IN CURRENT POSI	TION		
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The comments of the rating officer are limited to the period from Cotober 1:69 to March 1970 during which he worked with Subject. The previous rating officer has added his comments to allow coverage of the total indicated period from April 1969 to March 1970. During this period Subject was integrated in a new train assigned to the local S&T and Communcial MMMASH target. Subject's recent activity has been very productive indeed. Subject used the excellent petential given to him by his cover to skillfully spot and assess access agent candidates. As Subject's operational situation in Paris preciudes making recruitment, the nost promising of these candidates, was placed in contact with a Station officer during social events Susject organized. At the same time, Subject continued his efforts to develop personal rela tionship with several MENARShers. The beginning of personal, as opposed to purely professional, relations with a major MIMARSH target enabled him to obtain insight in to the target's beliefs and personality which was the best the Station had to desc Subject also managed to establish contact with two other NUMNSH representatives of interest. This, in one case, required almost six menths to accomplish via a combine tion of patience, skill and determination. Subject is an experienced officer. He is each connectors and probatices good recurity. The Stalion has no other ascent with the necessary scientific and editorial know-how, fluent French and local knowledge to replace Subject. In view of this and the recent progress made by Subject in response to very specific requirements and his willingness to try to establish personal and, hopefully, secial relations with access prospects and MHMARSH targets, the Station recently recommended that he be extended in Paris. At the same time, to Station recommended that Subject's cover be reinforced by full-time employment with Subject's cover be reinforced by full-time employment with

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SECTION D ;	CERTIFICATION AND CO	DMMENTS
1.	BY EMPLOYEE	
- Le , 344 -1	CERTIFY THAT I HAVE SEEN SECTIONS A. I	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
UNDER MY SUPERVISION	IF TH'S REPORT HAS NOT BEEN SHOWN	
4		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPEC OR PRINTED NAME AND SIGNATURE
	Prodict Officer	/s/ Proudin Cherry
3.	Y AY REVIEWING OFFICE	AL / /

CONVENTS OF REVIEWING OFFICIAL

As previous Station correspondence and fitness reports will reflect, this efficer has been the subject of varying evaluations and projections in recent years. In fairness to him, however, it is equally true that an officer under non-official cover reflects, in the level and quality of his performance, the amount and type of quidance, direction and push he receives from the responsible inside case officer. Making allowances for these variables, this officer's past report has not been impressive; however, it is also correct to note that he has improved substantially during the latter part of the period under review; and that if the Station can would out some fiscal arrangement which will reduce the heavy financial input

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#### Section D3 continued

from the Organisation, his continued presence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent French, a solid and exploitable cover, and a vast range of contacts in the local community. Remetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a 'P', and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

This reviewing comment has been read by the officers who prepared the Fitness Report.

SECRET FITNESS REPORT 006102 SECTION A 2. DATE OF BIRTH | 3. SEX 4. GRADE CASASIN. Thomas B L'OFFICIAL POSITION TITLE BP/EUR/France Ops Officer S. CHECK (X) TYPE OF APPOINTMEN 19: CHECK (X) TYPE OF REPORT PESERVE TEMPORARY. (MITTAL) REALISIONMENT BUPERVISOR REASSIGNMENT EMPLOYEE CAREER-PROVISIONAL (See metruellose - Section C) ANNUAL SPECIAL (Specify): SPECIAL (Specify): 12. REPORTING PERIOD (Profit to) IL DATE REPORT DUE IN O.P. PERFORMANCE EVALUATION 1968 - 31 Hordh 1969 SECTION B Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counsiling, to further training, to placing an probation, to reasolignment or to separation. Describe action taken as proposed in Section C. W - Wook Parformance meets all regulroments. It is entirely satisfactory and is characterized neither by deficiency nor A - Adequate excellence. Performance is more than tatisfactory. Desired results are being produced in a proficient manner. P . Profession Performance is characterized by exceptional proficiency. 5 - Strong O - Outstanding, Performance is so exceptional in relation to requirements of the work and in comparison to the serformance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY affectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervisor (indicate number of employees supervised). Establishes and maintains a legitimate 667 publishing 8 representation for the purpose of developing natural Access to Station targets. RATING Develops cover pretexts to meet WOLADY and third national of 8 operational interest in the SAT community. RATING Responds to Station ad-hoc requirements on the local internal R target. RATING Develops potential agent prospects in the S&T community to the point where they can be recommended as Station agents candidates. RATING SPECIFIC DUTY NO. 5 SPECIFIC DUTY NO. 6 OVERALL PERFORMANCE IN CURREN'S POSITION Take into account over whing about the employee which influences his affectiveness in his current position such as pe formance of specific duties, productivity, conduct on job, cooperativeness, persinent personal traits or habits, and particular limitations or relents. Based on your knowledge of employee's averall performance during the rating period, place the letter in the rating box corresponding to the statement which most occurately reflects his level of parformance.

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SECTION

NARRATIVE COMMENTS

Indicate significant strongths of weaknesses demonstrated in current pasition heeping in proper perspective their relationship to averall performance. Since suggestions making, Comment of work performance. Give recommendations to making. Comment of for current pasition. Amplify a supplaintaining sylven in Section 8 to provide best basis for determining sylven in Section 8 to provide best basis for determining sylven personnel action. Magnet of performance of managerial or supervisory duties must be described. If applicable.

During this reporting period subject had very massally increased the tempo of his activities and contacts. Many agent prospects have been acreened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make recruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

SECTION D	CERTIFICATION AND CO	DAMENTS .
1,	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYER	
11 June 1969	/s/ Thomas B. CASASI	N · · ·
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
OATE.	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 June 1969	Ops Officer	/s/ Murat Natirboff
3.	BY REVIEWING OFFIC	IAL
COMMENTS OF REVIEWING OFFICE	A A	

COMMENTS OF REVIEWING OFFICIAL

I do not concur in this rating. I would have given the employee STROHG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted awoulf to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the NOC Status Report, submitted 26 May 1969, via OFFA-89925.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED HAME AND SIGNATURE
.23 JUNE 1969	Chief of Station	/s/ David kE. Murphy

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FITNESS RÉPORT	EMPLOYER SERIM	NUMBER
SECTION A GEI	NERAL OOG102	
II HAME (Loot) (First) (Middle)	S. DATE OF BIRTH S. SER . S. GRADE S. SO	<del></del>
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. SPRICIA CASASINALE Thomas B.	20 Jan 1924 M GB-15 DE	
Ops Officer	DOP/EUR/Exange	<del>,,,,</del>
CAREE RESERVE TEMPORARY	INSTAL DECOMENT	NUMBER OF THE
CAREER-PROVISIONAL (See Instructions - Section C)	AMMUAL R ASSIGNMENT	<del></del>
SPECIAL (Specify):	SECTAL (Specify):	
11. DATE REPORT DUE IN O.P.	12. 22 PURTING PERIOD (Prime tor)	
	1 April 1967 - 31 Harch 196	
SECTION B PERFORMANCE	E EVALUATION	
P - Professions Performance is more than satisfactory. Desired S - Strong Performance is characterized by exceptional pro O - Questionaling Performance is so exceptional in relation to requ	ely satisfactory and is characterized neither by deficients are being produced in a proficient manner, officiency, sufficiency, sufficiency of the work and in comparison to the perform	·
others doing similar work as to warront special i		
SPECIFI	COUTIES	
Establishes and maintains a legi representation for the purpose of		8
Develops cover pretexts to meet operational interest in the 86/T	WOLADY and third national of	RATING
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Responds to Station ad-hoc requitarget,	irements on the local internal	S HATING
Develops potential agent prospective point where they can be reco	_	P
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OVERALL PERFORMANCE	IN CURRENT POSITION	<del></del> -
OVERALL PERFORMANCE  ake into account everything about the employee which influences he remance of specific duties, productivity, conduct on job, coopera tricular limitations or relents. Based on your knowledge of emplo ace the letter in the rating box corresponding to the statement whice	ois effectiveness in his current position such as par- stiveness, pertinent personal traits of habits, and layer's overall performance during the rating period,	RAYING LETTER

4-42 45 OBSOLETE PREVIOUS EDITIONS.

SECTION C

NARRATIVE COMMENTS

Indicate significant strangths of weeknesses demonstrated in surrant position keeping in preservition their relationship to everall purishmes. State stranges their made in mode for improvement of work performance. Give recommendations for training, Comment on torsign language comparence; if required for current existing, Amplify of explain ratings given in Section B.to provide best basis for determining luture personnel action. Manner of performance of managerial or supervisely duties must be described, if applicable.

Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY SET agent candidates in terms of recruitment and inclusion in the Station's SET spotting network.

Subject has done thorough and at times imaginative spade work in this field despite the fact that the mission was not as successful as anticipated. Recent progress however would indicate that the next reporting period would be more productive.

Subject continues to respond to ad-hoc specific assignments in an exemplary manner.

Because of the nature of his cover assignment Subject is not authorized to make recruitments.

Subject has a high degree of cost consciousness. He does not exercise any supervisory responsibilities under his cover assignment.

SECTION D	CERTIFICATION AND CO	WMEN 13	
1,	- BY EMPLOYEE -	New York of the Company of the Compa	
10	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT	
DATE	SIGNATURE OF EMPLOYEE		
24 Oct. 1968	/8/ Thomas B. CASASIN		
2.	8Y SUPERVISOR	· · · · · · · · · · · · · · · · · · ·	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION	
		•	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
23 656, 1963	<u>Opu Officer</u>	/s/ Murat Natirbors	
l	BY REVIEWING OFFICIA	L	
See attached.	•		
DAVE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
•	Chief ofStation	/s/ David E. Murphy	

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3. It is difficult to place in the proper perspective the contribution of this senior staff agent to Paris Station operations. On the one hand, Subject has established superb cover in the scientific and technical field which should have afforded him virtually unlimited access to persons of interest to us, both soviet and potential access agents. In evaluating the manner in which the employee set up and managed this cover, I would tend to agree with his comments to the fitness report on the demands on him although these comments are somewhat overdrawn.

The principal difficulty has been the time it has taken to relate the cover potential to the specific operational requirements of the Station. We have not received from CASASIM as leads and assessment reports to persons of operational interest in the SET field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover must end because of the cover company's decisions over which we had no control.

/s/ David E. Murphy

ADDENDIM, Form 45 (Fitness Report), for period March 67-March 63.

#### Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and middle managers of the cover corporation (who are not cleared and witting) have to be satisfied that their demands are met (or cannot be), or else manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

Having previously managed both a CS base and the principal deniedareas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

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nànner vi:h s	in which o	mplòye spons	t important spe e performs EAI ibilities MUST	CH spe	cific duty. Co	nsider	ONLY	effectiveness	in perform	anca of	that	duty. All	
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FORM 45 OBSOLETE PREVIOUS EDITIONS

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#### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to everall perturmence. State suggestions made for improvement of work performance. Give recommendations for training. Comment on their principles of the commentary of the provide best best for determining future personnel action. Manner of performance of management or supervisory duties must be described, if applicable.

Subject continues to maintain a source effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by Bendquerters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of leads that help the Station achieve its local operational objectives.

Subject continues to show a well organised methodical approach to his cover and operational tasks.

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		, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2	BY SUPERVISOR	
DATE:    SIGNATURE OF EMPLOYEE		
DATE .	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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3.		IL.
of his week except a have the impression, guidance and is not cover pork, which or case, rather listed	as I am informed of it by his however, that the employees by any means simply driffting an be a temptation when an em I contact with his colleagues	supervisor in the Station. I is responding to his supervisor's g along paths indicated by his player has, as is true in this who work under official cover on
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DAYE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

MPLÖTEE SERIAL NUM FITNESS REPORT 006102 SECTION A GENERAL 6440E 8. 80 A. DATE OF BIRTH - D 20 Jan. 1924 15 CASASIN Ops Officer DDP/WE/French Parts P. CHECK (X) TYPE OF APPOINTMENT ID. CHECK (X) TYPE OF REPORT CAREER . RESERVE TEMPORARY REASSIGNMENT SUPERVISOR INITIAL CAREER-PROVISIONAL (See Instruction REALIGNMENT EMPLOYEE ne - Section Ci APPHLIAL SPECIAL (Specify): BPECIAL (Specifyle II. DATE REPORT DUE IN O.P. A. REPORTING PROLOGIES 1 April 1964 - 2 June 1965 PERFORMANCE EVALUATION SECTION B Performance ranges from wholly inadequate to slightly less than satisfactory. A nating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. W - Wesk A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized to the by defictency nor P . Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner, 5 - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONL? effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervisor (indicate number of employees supervisor). SPECIFIC DUTY NO. 1 Contact, cultivation and assessment of, and collection of biographic and operational intelligence on Soviet scientific and technical targets. and on other Soviets and other nationalities to whom he has access through his 0 cover. Specific DUTY NO. 2 Spotting and assessment of potential operational assets to be RATING used against the targets specified under Specific Duty No. 1. SPECIFIC DUTY NO. 3 Execution of operational assignments as directed by Hqs and field RATING stations concerned, whether of a KUTURK, KULFLF or KULESK nature. Specific Duty No. 4 Preparation or acquisition of cover firm written material as RATING operational information to increase his access and flexibility in furtherance of 0 Specific Duties Nos. 1 through J. SPECIFIC DUTY NO. 3 Planning, directing and managing overseas bureau of cover firm, RATING with emphasis on exploitation of the cover to meet operational requirements. 0 SPECIFIC QUEY NO. 6 RATING OVERALL PERFORMANCE IN CURRENT POSITION ything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, corperativeness, pertinent personal traits or habits, and particular limitations or talents. Bosed on your knowledge of employee's overall performance during the caring period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. 0

SECRET NARRATIVE COMMENTS Indicate significant strengths or weaknesses demonstrated in current position had buy the professional partition that relationship to overall performance. Sive recommendations was training. Commendations the training Commence has been been accommendations to training Commence has been accommendations to the recommence of the current position. Amplify or explain ratings given in Section B to provide hear erilcoble. During the reporting period this employee as a shaff esent has continued the solidification of his cover and the expansion of his operational activity within his cover to a point where he represents as deeply buried a staff officer as can be found in anyone with his past organizational background. From the point of view of the host country authorities he appears to be completely legitimate. From the more important point of view of his targets, he also apparently has been accepted, and not through a lack of opportunity for scrutiny, for what he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrate capability for exploiting his cover for specific and aggressive operational undertaking As has been stated in past fitness reports, his present capability directly and openly to approach operational targets through the vehicle of his cover is the result of his o efforts, in which he has devoted a traumdous amount of work not only to establish and enhance the foundations of the cover, which requires a considerable amount of work for the cover company, but to devise and exploit ways and means by which the cover activity may be applied directly to operational tasks and programs. In addition to operational activity in his country of assignment, he has also been used in Hqu-directed activity in other countries, usually involving direct contact with target individuals, and in addition he has contributed greatly to the acquisition of operational information for the use of Hqs components in their overall approach to Soviet scientific and technical targets. It would be difficult to fault this employee with respect to energy, professional skills, and mental capacity. He is a keen student of his operational environment and very skillful in analyzing the possibilities it offers for application toward operations objectives. He shows considerable resourcefullness in devising logical and credible SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT SIGNATURE OF EMPLOYEE /s/ Thomas B. Casasin 1 June 1965 BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION OFFICIAL TITLE OF SUPERVISOR 1 June 1965 Ops Officer /s/ James M. Flint BY REVIEWING OFFICIAL Since the Reviewing Officer in the field has not indicated his views on this Fitness Report, I would like to make a comment of my own. Without vishing to detract from enything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher then those given, for example, to any Brench Chief in this Division, and, as such, are inconsistent with the grading pattern of the Division as a whole. 2 June 1965 Chief, External Ops /s/ Robert E. Owen Reviewing Officer

24 June 65

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OF PRINTED NAME AND SIGNATURE

Edvard Ryan

approaches to operational problems and personalities, and expends considerable effort in maintaining a level of specialized knowledge sufficient to backstop his cover and to ensure the maximum explicitation of his contacts with target organizations and individuals. His sommand of spoken, written, and technical French is excellent.

From the point of view of supervision, this employee in his present position requires guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. Otherwise, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscious and punctillious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds.

with respect to dedication to his job, this employee has prestively speaking single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiasm for accepting the challenge of this assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhance-

ment of cover.

While this employee's assignment to date has essentially been a one-san show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

\*(Section 3) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

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FORM 45

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#### SECTION C

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#### NARRATIVE COMMENTS

Indicate significant strengths of weakinesses demonstrated in current position keeping in proper perspective their relationship to prevail performance. State suggestions made for improvement of work performance. Give recommendations for training. Commend on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This employee combines the relatively rere combination of a senior and broadly experienced intelligence officer under working over providing both long-term status in his country of residence (and in Europe in reneral) and access for a variety of operational functions, including spotting, assessing, contact with Soviet bloc nationals of specific interest; investigative measures, agreement in depth of estensibly cover-company hired persons, and attendance at a broad range of national and international specialized meetings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational basks this employed has consistently shown initiative imagination, security consciousness, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the French language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exemplary.

It should be noted that during the reporting period, this employee has not had the benefit at all times of specific pinpointed operational direction. As of the end of the reporting period, Headmarters assumed control of his activities against

SECTION D	CERTIFICATION AND	COMMENTS apecific Soviet targets on a			
1.	BY EMPLOYE				
***		, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE				
25 May 196h	/g/ Thomas B. CASASTN	<u>·</u>			
2.	BY SUPERVISO				
MONTHS EMPLOYEE HAS BEEN	IF THIS REPORT HAS NOT BEEN SHOW	N TO EMPLOYEE, GIVE EXPLANATION			
Righteen		•			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
25 May 196h	Ops. Officer	/s/ James Flint			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT  GATE  SIGNATURE OF EMPLOYEE  25 May 196h  SIGNATURE OF EMPLOYEE  25 May 196h  SIGNATURE OF EMPLOYEE  BY SUPERVISOR  MONTHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION  BIGHTOON  BIGHTOON  OFFICIAL TITLE OF SUPERVISOR  TYPED ON PRINTED NAME AND SIGNATURE					
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DATE	OFFICIAL TITLE OF REVIEWING OFFIC	TYPED OR PRINTED NAME AND SIGNATURE			
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	PELD REASSIGNMENT QUESTIONNAIRE	
	O NOT COMPLETE . FUR HEADQUARTERS USE ONLY	
W AUTHENTICATION OF, SIGNATURES AN	D VERTIFICATION OF LITEMS I THROUGH 7. BELOW:	1.
NAME OF EMPLOYEE (Frue)	DATE(from item 3.1) NAME OF SUPERVISOR (frue	DATE (from item S-2)
Thomas IL CASASIN	9 Dec 1963 Jaron Plint	27 Dec 1963
NAME AND SIGNATURE OF OFFICIAL		DATE
ō <del>Control of the control of the con</del>		
	TO BE COMPLETED BY EMPLOYEE	
1. DATE OF BIRTH 2. GRADE 3	CURRENT POSITION TITLE AND GRADE	74. DATE OF PCS ANRIVAL IN. 10 September 01962
2) Jun 1 24 Char (65-15 known)	peritions or ref. 3275	TURE FROM FIELD September 1965
6. OTHER DUTY STATIONS OR FIELD BA	SES DURANG GURRENT TOUR	7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS

WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (as apecial note on Franchistal Pora)

Staff agent assigned to a major overseas station, exploiting the cover provided by a major firm of technical periodical publishers. I take my instructions from a section chief within the station, and report in smitting on the programs of my cover development and its operational ampleheation.

For eparational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or in directs. I handle all cover tasks as they appear.

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8. ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like to continue to serve essentially in the same scapacity as described above, although I would like eventually to add more supervisory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking one several journeymen case officers to work with me against both denied area and heat country targets, and to make the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.

My second choice would be to return to Eq. and use the knowledge and experience I have grined in my present job to (1) select staff personnel who will be placed in non-official cover, (2) select the cover mechanisms propers; (3) train our personnel for the proper discharge of their back handenseith it the while service where the cover and cover the cover is called a cover. If well the service where the cover is the cover of the co

The completion of work toward a master's or doctor's degree in the physical or life sciences, or in the management/administration of the sciences and their personnel.

D. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE VOUR PREFERENCE FOR NEXT ASSIGNMENT BY	Instative upweens 1, 2 Min 3 (for jet, 2nd and 3rd choice)
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BE ASSIGNED TO HEADOC ATTERS FOR A TOUR OF E	OUTV. WITH RESPECT TO POSSIBLE ASSESSMENT IN HEADQUARTERS.
	ct Lower Group 180. CHOICE Office/Personnel
INDICATE CHOICE OF ELEGRAPHIC AREA OR SPECI	FIG. STATION BASED ON QUALIFICATIONS:
EST, CHOICE GONOUS 2HD. CHOI	ce Princela san. CHOICE Box San I and Coma
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?	INDICATE NUMBER OF WORK DAYS 25
11. INDICATE THE NUMBER AND REE OF DEPENDENTS SHO WILL	BE TRAVELLING OR MOVING BITH YOU!
Wife, will be 37 in 1965; two	daughters, 15 and 12 in 1965
11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SIT	UATION WHICH SHOULD BE CONSIDERED IN CETERMINING YOUR MEXT
Howe post should have high son	eel teellities buccidat in Amach or
18. SIGNATURE: COMPLETE ITEM NO. S-1. TRAMSMITTAL SHEET	
	PERVISOR AT FIELD STATION
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORM ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STA AND TRAINING.	
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		ssessing persons of oper tations.	rational interest to	Paris Station	RATING LETTER
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FORM 45 OBSOLETE PREVIOUS EDITIONS

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SECTION C	MARRATIVE COMMENTS
overall performance: State suggi on foreign language campetence,	weaknesses demonstrated in current position keeping in proper perspective their relationship to estions made for improvement of work performance. Give recommendations for training. Comment, if required to current position. Amplify or explain ratings given in Section B to provide best connect action. Manner of performance of managerial or supervisory duties must be described, if
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SECTION D	CERTIFICATION AND COMMENTS
l	BY EMPLOYEE
IC	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE
15 May 1963	
2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6) months	
DATE	CETICIAL TITLE OF SUPERVISOR TYPEO OF PRINTED HAME AND SIGNATURE
15 Kay 1963	Continu Office /s/ James Plint
	BY REVIEWING OFFICIAL
OMMENTS OF REVIEWING OFFICIA	
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See attached sh	eet

OPS Official TITLE OF REVIEWING OFFICIAL

20 May 1963

ed or Printed name and Signature

SECTION C

#### NARRATIVE COPPENTS

The assignment of this employee to the field under non-official cover was designed to compensate for the loss of an employee in an official cover slot which was cut from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the persons whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general scientific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized French language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

QUENTIN C. JOHNSON Chief of Operations and Plans SR Division

signed

HOWARD J. OSBORN

CONCUR:

HOWARD J. OSBORN Chief, SR Division

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SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
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tion of new support	ort activities		5			•					.	
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and on request.	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		1	def	ectors a	ind ner	ticin	ates	in t	heir		5
SECTION C	EVALUATION OF	OVERAL	L PERF	ORM	ANCE IN C	URREN	T POSIT	TION I	cset	tlèm	ent.	
Take into account everythi duties, productivity, condu your knowledge of employe statement which most accu	st en lob, cooperativ se's overall performa	eness, perti nee dùring-l	inent pers the rating	ienei	traits or hot	ita, porti	eular lim	itation	e or ta	ionts.	Base	id on
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22	A	-	2.5				

Siress strengths and wathresses demonstrated in surent position. Indicate suggestions frace to, employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or emplain, if appropriate, ratings given in SECTIONS 8, C, and D to provide the best basis for determining future personnel ections.

Nr. Righters a good knowledge of Soviet matters and Efficiently is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

variety of activities, a difficult job which he does well.

SECTION F	CERTIFICATION AND	COMM	IENTS	
1.	BY EMPLOYE	E		
	ertify that I have seen Sections A, E	3, C, C	and E of this Rep	ort.
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9 November 1961		100		Wales Hall P.
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OTHER (Spec(fy):				
DAYE	OFFICIAL TITLE OF SUPERVISOR		111	NAME AND SIGNATURE
9 November 1961	SR/Chief of Plans and Op	erati	ons Courtin	1. Someon C
3.	BY REVIEWING OFF	ICIAL		
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ZINOY	Chief. SR Division	4	JOHN M. MAURY	in the warring

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15 June 1900

a. SERVICE DESIGNATION (1/ Anom	Tologo, Ja	,	
20 January 1924	03-14	Operations Officer	
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Caraco		SAMENT QUESTIONNAIRL	
		Tankana anakatanikan	

Chief of Bajor External Geographic Branch (USS: Burcposn Satellites) of large oversess station (Tokyo). As such, an responsible to Station Deputy for Operations.

Direct, names, succerving and train 25 persons, including operations and project personnel under non-official cover, under State, Army, and Air Force cover. Porsonnel are divided functionally within FI, FF, and CI sections.

Initiate and launch new FI, PP and CI operations uning best available independent essets as well as assets available through foreign (agreemes) liaison. Manage and applied personal operations; observe progress or deterioration of octivities to insure that marginal and non-productive activities are terminated. As case officer on my can operations, too.

Maintain liaison with other US acencies. Provide operational support to other Far East estations position specialized aid as USS-Seat European operations entire and develop.

A WRITE A BRIEF DESCRIPTION OF THE TYPE OF WOM YES WOULD PREFER FOR YOUR MEXT ASSISHMENT IF IT DIFFERS FROM DAT INDICATED IN 11th NO. 1, ABOVE. IF YOU ARE WAR INAM ONE PREFERENCE, INDICATE YOUR CHOICES. I would like a challenging ansignment crarpocks, again, as my first preferences. I am appecially interested in developing across-ton-board FI-PP-GI programs and assots. I am not unduly particular as to area, but of course would prefer an area in which English or French is the lingua frames.

My next choice would be to go to an eres whose language I do not know — but could learn — and which needs the requirements of the challenge stated in the first paragraph, above.

ity next choice would be to return to depen, where I could use my depended knowledge. My next choice would be an assignment to a special training course at the national intelligence level.

My lest choice would be reassignment directly to Headquarters.

I would especially enjoy on assignment in which I can combine on-the-job training of other personnel with the direction and ment or their operational projects.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD WAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to cetalog of courses, if evallable):

Clandestine Services Kevieu State Scaler Officers! Course

Appropriate additional language training

Cutation advanced graduate work in interestional relations.

FORM NO. 202

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C. INDICATE YOUR PREFERENCE FOR MENT ASSIGNMENT	er institutions.numbers t. 2 and 3 (for lot, 2nd and 3rd abole
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	T SE TRAVELLING OR MOVING DITH YOU.
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12. SIGNATURE: COMPLETE ITEM NO. 2-1, TRANSMITTAL SHI	EET. TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.
	SUPERVISOR AT FIELD STATION
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and appeak includy and effectively and with apparent ease; and a very high degree of notivation and devotion to duty. He can be expected to continue his dynamic and inspirative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the prescript for which he has been recommended. As for training, a good managerial course adopt help to bring into even sharper focus his many talents.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating the individual against the group. Thus an 'average rating refix is an entirely satisfactory performance.

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even some responsible position.

SECTION F	CERTIFICATION AND GO	DMMENTS
1.	BY EMPLOYEE	
	ertify that I have seen Sections A, B, (	C, D and E of this Report.
27 April 1959	signed on transmittel	,
l.	BY SUPERVISOR	
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OTHER (Specify):		
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a. State in the spaces below up to saw of the Place the most important first. Point is	e more important Siriteit dutie nelude minor of unimportant dut	s performed during this facing	baa roe
b. Hate performance on each specific duty co	haidering PMLY effectiveness in	performance of this specific d	uty.
c. For aupervisors, ability (to aupervise ail	L always be rated as a specific	duty (de not rate se supervisor	
d. Compare in your mind, when possible, the	ne individual being rated wit	h others, performing the same du	ty at
wimiler level of responsibility.  e. Two individuals with the same job title	may be nextormine different	duties. If so /rate them on di	feren
duties.			
f. Be specific. Framples of the kind of duty	les that might be rated are: HAS AND USES AREA KNOPLEDGE	CONDUCTS INTERROGATIONS	•
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. For some jobs, duties may be broken down e	ven further if supervisor cons		
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Conducts Foreign Limison	HUMBER	Prepares correspondence and reports	NATING NUMBER
Propares and manages projects	BATING NUMBER	Handles admin routine	RATING NUMBER
. MARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NCE		-
Subject has really superb natura in terms of mental capacity, psycholo and people he comes against. He to ability among other natural aptitudes the best, he is a bit shy of humor and qualities which mitigate more against a	gical ps thi . On perso	s off with industry and language the debit side and measured against nal understanding in some situations,	
SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION	
RATT HIS SEPARATION.  4. OF THE SAME SUITABILITY AS MOST PEOP RATING S. A FINE EMPLOYEE. HAS SOME OUTSTAND!  8. AN UNUSUALLY STRONG PERSON IN TERMS 7. EXCELLED BY ONLY A FEB IN SUITABILITY  STATEMENT FULLY:  Subject is an all around per	at defe- in same 1 separati nave acc average LE 1 kno no STREN of THE R v FOR 80 THER POS	THE OF TAILORS BILD HOW he fits in with your te level, 160  TEPTED IN IF I HAD KNOWN WHAT I RNOW NOW SEPTED HIM IF I HAD KNOWN WHAT I RNOW NOW STANDOING THE THE THE THE THE THE THE THE THE THE	am. Com-
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-		Fi. NESS REPORT (Part II) POT	<b>ENTIAL</b>				
FOR THE	AMINISTRA	INSTRUCTIONS  IIVE OPPICER: Consult current instructions for complete	ng this report.				
ment and tated earling to be con hold and	P'M DE REPREVISOR: This report is a privilezed communication to your supervisor, and to appropriate career menage ment and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is commended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision. FAR LEAST 90 DAYS. If less than 90 days hold and complete after the 90 days has element. If this is the INITIAL PRIVAT on the employee, however, is MUST be completed and forwarded to the CF no later than 30 days after the die date indicated in item 8 of Section "F" below						
SECTION	£.	GENERAL					
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GS-14_	<u> </u>	1 October 1955 to 30 8	-				
	OF-RÉPORT		iricial (Specify)				
SECTION		CERTIFICATION					
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7 RÁTING NUMBER	1 - ALREA 2 - HAS R 3 - MARIN 4 - READY 5 - WILL 6 - ALREA 7 - AN EX	Think in terms of the kind of responsibility encounter above the level at shich satisfactory performance carefacted the highest level at shich satisfactory performance of process, but needs more time servar he can be trained for training in assuming greater responsibilities. For training in assuming greater responsibilities buthen by the probably adjust quickly to more responsible duties without assuming more responsibilities than expected at his perfectional person who is one of the few who should be conserved beliefs.	OBE EXPECTED ICE CAN BE EXPECTED ITO ASSUME GREATER RESPONSIBILITIES INT FURTHER TRAINING RESENT LEVEL				
DIRECTION MOSWEY, IS SUITABLE to expres	YES, indica FFAINING, sing your o the "sctus	this question: if as this person the shillty to be a set below your opinion or guess of the level of supervision. Indicate your opinion by placing the number of the description in the appropriate column. If your rating is base in column. If based on opinion of his potential, note t	ry, shility this person will reach AFTER iptive rating below which comes closest d on observing him supervise, note your he rating in the "potential" column.				
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Six

COMMENTS CONCERNING POTENTIAL

Subject has a high all around potential. With respect to supervision, below, he tends to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.

SECTION M.

FUTURE PLANS

Routine refresher training as appropriate.

2. NOTE OTHER FACTORS. INCLUDING PERSONAL CIRCUNSTANCES, TO BE TAKEN 14TO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

All normal. No limiting factors.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people: To the left of each statement is a box under the healing "category," Bead each statement and insert in the box the category number which lest tells how much the statement applies to the person covered by this report.

R. MAVE NOT OBSERVED THIS, MENCE CAN GIVE NO OPINION AS TO MOS THE DESCRIPTION APPLIES TO THE R. MAYE NOT OBSERVED THIS: MENCE CAN GIVE NO OPINION AS TO INDIVIDUAL

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CATEGORY NUMBER

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5	3. HAT 1407147146	. 4	19. ACCEPTS GESPONSIBLES. TIES	3	23. IS THOUGHTFUL OF GTHERS
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¹x	10. CAN CAPE BITM EMERS" CITS	5	20. 100PLETET 8551640E0T5 	5	30. DOES NOT REQUERE STRAKE AND CONTINUOUS SUPERIOR STOR

#### FIELD FITNESS REPORT

The Petness Seport to an important factor in orimitation personnel management. It isoks to provider I. The argentation orimitation of the argentation of an individual for moberable in the career elast; and

2. A periodic record of job performence as an old to the offective utilisation of personnel.

#### INSTRUCTIONS

TO THE PIRED AMERICS STATIVE OF PRESONNE OFFICER: Con-null current field comministrative libertuctions regarding the initiation and tempolitical of this report to head

TO THE PERLO RECEIVED. Boad the entire loca before attempting to complete my stem. As the supervisor who assigns, directs and covious the morb of the individual; you have primary responsibility for evaluating his controlled to see the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control

evicated by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if predicable, with his previous supervisions to make sure the reportist accurate and complete: Privary responsibility resta with the current supervisor. It is assumed that, throughout the period this individual has been under jour supervision, you have discharged your supervisory responsibilities be frequent discussions of his work, so that in a general way he have where the standard.

IT IS OPTIONAL MINTHER OR NOT THIS PITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

#### SECTION I 20 Jan. 1924 Jacques Richardson GRADE S. STATION DESIGNATION (Current) CS-1L USSR Base, Tokyo DUE DATE OF THIS REPORT 7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 30 September 1955 17 February - 30 September 1955 SECTION II (To be completed by field supervisor) 2. DATE ASSUMED RESPONSIBILITY FOR POSITION 1. CHERENT POSITION Chief, USSR Rase, Tokyo 19 February 1955

- STATE THE SPECIFIC ASSIGNMENTS OF TASKS THICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)
- As Chief of Operating Base:
  - Manage and direct all operations against target area, and monitor products.
  - Supervise system of development and exploitation of operational leads.
  - Supervise proper administration and support of operations, including finances.
  - Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.
- E. As Senior SR Division Officer in Area:
  - Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics.
  - 2. Make available to other CIA and non-CIA units area specialists, as required.

#### SECTION III (To be completed at headquarters only)

#### DO NOT COMPLETE . FOR HEADOUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES				
1. NAME OF RATER (Frus)				
Carleton F. Swift W. Lloyd George				
5. THIS REPORT . WAS . WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.				
DATE REPORT AUTHER 5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS FICATED AT NOS. AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES				
7 Nov. 1955 Phyllis	s M. Landrum			

COMPLETE

SECRET

FOR HEADQUARTE

JSE ONLY

SECTION IV

This section is provided as as and in describing the individual. Your description is not favorable or unfavorable in itself but accounts its around in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of ataconomin that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is distinct that the scale within each category is distinct the scale within each category is distinct the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scale within the scal

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37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.	-											X		
38. IMPLEMENTS DECISIONS REGARD. LESS OF DWN FEELINGS.											$\times$		I	
39. THOUGHTFUL OF OTHERS.									I				X	
40. WORKS FELL UNDER PRESSURE.												X		
41 DISPLAYS JUDGEMENT.														$\leq$
42. GIVES CREDIT WHERE CREDIT IS							- 7	-,					XI	
43. HAS DRIVE,						$\Box$	$\Box$					X	$\Box$	
44. IS SECURITY CONSCIOUS.			$\Box$			$\Box$						X	$\Box$	
45. VERSATILE.													X	
46. HIS CRITICISM IS CONSTRUCTIVE.						$\Box$							X	긔
47. ABLE TO INFLUENCE OTHERS.									$\Box$		X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.				$\perp$		$\perp$						X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.				$\Box$		$\perp$	I						X	
BO. A GOOD SUPERVISOR.									$\Box$			X		$\Box I$
			SECT	ION Y										$\dashv$
A. WHAT ARE HIS OUTSTANDING STRENGTH Capable operations office		broad :	unde	rstai	niine	of	Sovi	Let o	don	lens	,			
•	•										-			
B. WHAT ARE HIS OUTSTANDING WEARNESS	E 57							·						
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~	Filled In)								
C INDICATE IF YOU THINK THAT I NGLE STRENGTH OR DE	ARRESS OUTHEIGHS ALL ER CONSIDERATIONS:								
"	•								
•	•								
	,								
D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISIONS TO	0 0 - TES. IF YES. ONY?								
<u>.</u>	•								
E. SHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?									
·									
, ,									
F. DIMER CUMMENTS (Indicate here general traits, specifi	s habits or characteristics not covered alsowhere is the								
report but which have a bearing on effective utilizat									
SECTION VI									
Read all descriptions before rating. Place " K" :	in the most appropriete box under subsections A.B.C.4D								
A. DIRECTIONS: Consider only the skill with which the	C. DIRECTIONS: Based upon what he has said, his actions,								
person has performed the duties of his job and rate	and any other indications, give your opinion of this								
his eccordingly.	person's attitude toward the organization.								
1. DOES NOT PERFORM DUTIES ADEQUATELY, HE IS	1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGAN-								
INCOMPETENT.	IZATION . WILL DEFINITELY LEAVE THE ORGANIZATION								
2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE	AT THE FIRST OPPORTUNITY.								
MAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES	2. MAS STRONG REGATIVE ATTITUDE TOWARD ORGANIZA- TIONIPRED BY RESTRICTIONSREGARDS ORGAN								
COMPETENTLY.	FZATION AS A TEMPORARY STOP UNTIL HE CAN GET								
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA-	SOMETHING DETTER.								
SIGNALLY REVEALS SOME AREA OF WEAKNESS.	S. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. SOTHERED BY MINOR FRUSTRA-								
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	TIONS: WILL QUIT IF THESE CONTINUE.								
B. A FINE PERFORMANCE, CARRIES OUT MANY OF HIS	4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIF-								
RESPONSIBILITIES EXCEPTIONALLY WELL.	FERENT NAS "WAIT AND SEE" ATTITUDE WOULD								
4. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PER-	LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.								
SONS KNOWN TO THE RATER.	SATION MAKES ALLOWANCES FOR RESTRICTIONS								
IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME	IMPOSED BY WORKING FOR ORGANIZATION. THINKS								
OTHER AREAT (2000 HO	IN TERMS OF A CAREER IN THE ORGANIZATION.  S. DEFINITELY MAS FAVORABLE ATTITUDE TOWARD THE								
	ORGANIZATION . BARRING AN UNEXPECTED OUTSIDE								
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	CAREER IN THE ORGANIZATION.								
	IZATION . BILL PROBABLY NEVER CONSIDER WORKING								
	ANY PLACE BUT IN THE ORGANIZATION.								
•									
B. DIRECTIONS: Considering others of this person's grade	D. DIRECTIONS: Consider everything you know about this								
and type of excitnment, how would you rate him on	person is making your ratingekill in job duties.								
potentiality for assumption of greater responsibili-	conduct on the job, personal characteristics or								
ties normally indicated by promotion.	habits, and esocial defects or talents.								
1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH	1. DEFINITELY UNSUITABLE . HE SHOULD BE BEPARATED.								
SATISFACTORY PERFORMANCE CAN BE EXPECTED.									
2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN	S. OF DOUBTFUL SUITABILITY WOULD NOT HAVE AC-								
PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.	a. a BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW								
3. IS READY TO TAKE ON RESPONSIBILITIES OF THE	AVERAGE BUT WITH NO WEARNESSES SUFFICIENTLY								
MENT HIGHER GRADE. BUT MAY HEED TRAINING IN	OUTSTANDING TO WARRANT HIS SEPARATION.								
SOME AREAS.	8: A TYPICAL EMPLOYEE, ME DISPLAYS THE SAME SUITA-								
RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.	ORGANI PATION.								
S: IS ALBEADY PERFORMING AT THE LEVEL OF THE HERT	S. A FINE EMPLOYEE . HAS SOME OUTSTANDING								
HIGHER GRADE.	STRENGTH'S.								
WHO SHOULD BE CONSIDERED FOR RAPID ADVANCE.	S. AN UNUSUALLY STRONG PERSON IN TERMS OF THE								
MENT.	SCOC 7. ERCELLED BY ONLY A FEW IN SUITABILITY FOR BORK								
÷, "	IN THE ORGANIZATION.								
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18 July 1953 17 Ju	10 205			ient of Supervisor	
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7. LIST YOUR MAJOR DUTIES IN 18 July 53 - 31 Jan 5/	i appriximate dader d R	F IMPORTANCE, MI	IN A BAREF DEŞCRIPTI	ON OF EACH. ONLY WIN	DR DUTIES.
a. Manage and direct	a the entirities	of an overse	a coordiing be	anoh.	
b. Assist the division	on chief of oner	ations in the	a lemine of n	beunitano las ve	oper las
e. Assist the division	an chief in pare	omel progre	ming in suppor	t of branch and f	leld
station activities					
1 Pab 54 - 17 Jul 54				•	
a. Establish new dors	estic activities	branch.	•		
b. Develop and manage	operational pr	ogrem of this	branch, insur	ing (1) continuit	yof
treatment by quali	ified personnel,	(2) process	ng of intellige	ence requirements	, and
(3) expeditions so	versat of finis	hed intellige	2009.	•	
o. Hultilateral lisis	con with other e	lements of C	A, the Covernme	ent, and foreign	IS.
8. LIST COURSES OF INSTRUCTION	or confleted during t	REPORT PERICOL		;	•
Hame of Course	Location	<u> </u>	ength of Course .	Date Complet	• 6
Counterespionere (OTR)	Washington	1.	3 weeks	22 January 1	954
9. IN WHAT TYPE OF WORK ARE I MENT where I could specificate to manage and if different from Your received by work at headquarter abilities and opportun	to Primarity Interessibly the various, in class for in recession to the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control o	TEDI I EM PTIM BENIONETE AND BENIONETE AND BENEVAL TENTON	arily interests CE techniques tarrituss, succeeding in that I s	it has been my r oc. saills).	espon-
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Richardson is a supprecise, and energetic operational problems or responsibility is of a and his judgment and m	perior officer in c, and brings co confronting him. I high caliber.	n the performanidorable in Ris concept In hamiling	ance of his du agination and i of staff organ personnel, he i	ties. He is effi foresight to the misation and	
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## SECRET. SECURITY INFORMATION

This officer has been outstending as a	JOS MOST HOTICEABLY GOOD ON OUTSTANDINGT
This officer has been outstanding as a	
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his balmeing of jurisdictional equities.	This ability reflects a broad competence,
bevere, and should not be construed so as	to limit his future duties.
3. CH WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENT	
This officer's devotion to his duties ar	d professional convictions sometimes incline
him toward inflexible declarations of posit	tion. This fault, a minor one in officers of
considerable notential, vill be corrected t	y increased responsibility and experience.
in the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second se	
. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPO	
This officer is prepared for promotion a	ed for increased responsibilities in command
or staff duties.	
•	
ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S Q	MARIFICATIONSE Execomment appropriate restaignments in
Richardson is presently well placed. So	e below.
w.	• '
•	
. WHAT TRAINING OR ROTATION DO TOU RECOMMEND POR THIS PERSO	· · ·
Tradecraft training and a field assignment	nt. Both are planned in the next six months.
•	
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	•
: 15 PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTO FERSON OF UNSATISFACTORY PERFORMANCE.	NT, THERE IS ATTACHED COPF OF MEMORANOUM MOTIFFING THIS
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#### SECRET SECURITY INFORMATION

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n. PRIEFLY DESCRIBE THIS PER hief, Mr. Michardson 1 is timely and efficien ents and reports has 1	son's PERFORMA has performate proparti	ance on the med his du tion of in	ties, tak talligene	e annex	whole, in	a superior i ic and fisca	manner. 1 require

11. SELECTIVE DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER LITTH I ABOVE. AS Deputy Branch Chief, Mr. Michardson has performed his duties, taken as a whole, in a superior manner. His timely and afficient preparation of intalligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, Mr. Richardson has acted as Branch Chief. The review of Branch operations under Mr. Richardson's direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. Richardson also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the Military Services was conducted in a manner which enhanced cooperation between that S ice and this Agency.

FORM NO. 37-151

activities at any time. He also kept planning in order to give timely instr	seably outstanding with respect to his thorough know- He was in position to assume direction of Branch himself thoroughly briefed on Division policies and muction and guidance to the Branch overseas stations.
would benefit substantially by learning poot to his attention to details, some from his view. It would be well for M scope of Branch activities rather than	kground in two (2) languages, French and Japanese. It is meticulous with restribes to the point of concealing the broader picture in. Richardson to direct his attention to the broad to concentrate on its details.
tive at a field station. In order to manner, it is recommended that Mr. Ric	assume the duties of the chief SE Division represents assume this responsibility in the most efficient hardson serve a minimum period of time of approximat the present chief of the field station.
Hr. Richardson could serve effectively	in a staff function for either Fl or PP activities.  present duties are not better suited to his qualifi-
the past year. He has area knowledge a	inded for overseas assignment in the Par Rast during and command of the Japanese language, having served ates Army. His duties at Headquarters have been so as assignment is being delayed until an adequate
	SATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM HOTIFYING THIS
PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSIONS COMMENT ON STEMS 7, 8 AND 9, ARE SHOWN BELOW UND	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUS	

THROUGH

Chief of Station, Paris.

SUBJECT

Notification of Designation as a Participant in the Organization Retirement and Disability System

Book Dispatch 5096, dated 12 August 1965

Recent correspondence on the above subject informed you that I had determined that you met the criteria specified in the applicable regulation for designation as a participant in the Organization Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective 10 April 1966.

RICHARD B. EGAN

Thomas B. CASASIM

THROUGH

Chief of Station, Paris

SUBJECT

Designation as a Participant in the Organization Retirement and

Disability System

Book Dispatch 5096 dated 12 August 1965

- 1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria for designation as a participant in the Organization Retirement and Disability System.
- 2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.
- 3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.
- 4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

RICHARD B. EGAN

Exercise of option of participant with fifteen years of service:

I elect to remain in the	Organization	Retirement an	d Disability	System	for	the	dura-
tion of my employment	by the Organ	nization.					

I	elect	- NOT	C to	remain	a	participant	in	the	Organization	Retirement	and	Disability
S	vstem:	for	the	duration	ı c	f my emplo	vm	ent	by the Organi	zation.		

Signature

Date

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S-E-C-R-E-T (When filled in)

THAINING REPORT

French Basic Reading, Speaking, Writing-II 100 hours, part-time, 9 Apr 62 - 15 Jun 62

students

Student: Harriette D. Richardson (Dependent)

EOD Date: (wife of Jacques Richardson - SR)

Year of Birth:

COUPLE OBJECTIVES - CONTENT AND METHODS - Instructors W. Ray Rackley

This is the second phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phace of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal—speed spoken French in a variety of everyday non-technical situations; (4) to begin to read and write basic French, applying the spoken vocabulary and grammatical material previously learned.

Classes are held 2 hours per day, 5 days a week, requiring minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two thirds of the class preparation time doing drill in the language laboratory.

ACHIEVENENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asteriak.

Unsatisfactory Satisfactory

Excellent

Incomplete

3

10

Mrs. Richardson was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of French. She was somewhat hesitant in new language situations, but she more than made up for this through diligent and profitable laboratory and home preparation.

FOR THE DIRECTOR OF TRAINING: /s/4: MAY MACKLEY
Chief Instructor

26 July 1962

- Esta

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S-E-C-R-E-T (When filled in)

(Win killed to) DATE REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2) FROM: Director of Training J. G. Kichardson ATTN: Fegiatrur CSR 6 (DD/P). 5018 THRU: Training Officer, SR Division 1-5098 1. INSTITUTION ATTENDED

Renscolsor Polytechnic Institute

10-16 June 1962

3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received)

#### Technical Briters' Institute; certificate awarded

Purpose: to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and trainin courses for technical writing. All of them have published in the field of technical writing.

#### 4. YOUR OPINION OF THE PROGRAM (Explain strengths and wesknesses)

This was an excellent combination of classroom preordations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure Smilish variety, in the three estegories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expended to three-hour sessions. The contact with representatives of industry was especially usaful for cross-fortilisation purposés,

#### S. EXPLAIN TRAINING OBJECTIVES AND BHETHER THEY BERE MET

Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (a) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from Micports and SM/ Requirements-Targets, as well as analysts from SR 6, be permitted the epecrtunity to attend this same institute in future years. It is well worth the effort.

. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

18 JUR ...:

J. G. Bernard Line

Jacques U. Hanvet Kichardson

NOTE: The original will be forwarded to the Office of Personnel for inclusion. in your official for er, 2 copies will be for OTR us

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#### TRAINING REPORT

#### MANAGEMENT COURSE NO. 64

40 hours, part-time

18 students

Student: Jacques Richardson

Year of birth: 1924

EUD Date: September 1956

Grade: 14

Office: SR

#### COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize scnior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the jeb. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

#### ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING.

Chief Instructor

20 February 1961 Date

CONFIDENTIAL (When filled in)

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#### TRAINIES REPORT

Clardestine Services Review No. 31

O hours, full-time

20 November - 9 December 1960

43 students

Student: Jacques G. Richardson

Year of birth: 1924

EOD Date: November 1949

Grade: 68-14

Office: DDP/SR/6

COURSE CEJECTIVES - CONTENT AND METHODS

This course aims to develop in the Clandestine Services officers, and others, recently returned from the field on up-to-date exercises of the role of CIA in the United States intelligence community, the relations of the ID/I area with the CS and the support available from the offices of the ID/S. Recently this course has been designated as an elternate pre-requisite for CIA officers nominated for certain external training.

The course is presented by lectures given by CTA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEVENT RECORD.

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course. This student was conscientious and regular in attendance.

FOR THE DIRECTOR OF TRAIRIES:

er Instruction

21. December 1960

S-E-C-R-E-T

			_
Elaps & Seals	- Basic Famil	liarization	
FROM	2	. 10	3 December 1954
			Flops & Seals - Basic Familiarization  FROM 2 TO

#### EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude inclass reflected his interest in the work.

Note: This course is only for familiarization. It does not qualify student to engage in the opening of mail.

Shava

Please return three copies of this form to TSS/TD.

Distribution:

1 - OTR/Magistrar

1 - TSS/TD files

NAME JE	ek ülehardson		Div	SR	· · · · · · · · · · · · · · · · · · ·
		·:		•	
SUBJECT_	Audio			·	<u> </u>
			•		,
DATES TRA	ired	FROM 20 Nov.	1954	TO 3 Dec.	1054

. EVALUATION: Although lacking a background in electronics, Mr. Richardson was able to grasp the instructions given and correctly interpret it. I feel that Mr. Michardson would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap. Mr. Richardson is not qualified to perform maintenance on the equipment.

Please return three copies of this form to TSS/TD.

Distributions

1 - TLO -

1 - OTR/Registrar 1 - TSS/TD files

CSR PROMISE 11

S-7-C-R-F-T

TRAINING EVALUATION

Counterespicación Course No. 20

RICHARDSON, Jacques G.

Large Sox Male 4-22 January 1954
Sox Dates of Cource

20 Jan. 1924
Date of Sirth SOD Grade or Rank Office

Chief of geographic branch.

Projected Assignment or Present Position

The Counter-spionage Course is a specialized course of three weeks duration designed to expose the student to CS principles and practices and to indestrinate him therein. The course is conducted on a seminar, round-table basis. Exphasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Fach student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a cna-hour lecture based on specific experience. The "canned" problems are selected to tost students! ability to de CE research, collate, make logical analyses, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

#### RICHARDSON, Jacques G.

- 1. Mr. Richardson ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.
- 2. Student Presentation: Mr. Richardson presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply prosented. So effective in fact, that Mr. Richardson will be called upon to give the same discussion in subsequent CE courses.
- In my opinion Mr. Richardson is fully qualified to act as senior CE officer.

Chief Instructor, CS Course

### TRAINING EVALUATION

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CONCOPAS		-	Division and may be ext	
			ords and Schoduling Offic	•
RICHARDSON		•		
STUDENT'S WE	_ DATE OF REPOR	er 2 H	ay 1950	
				,
TRAINING COURSE' Advanced Operations V	DIVISION	PC/ FAD	GRADE OS-7	
TRAINING PERIOD 27 MAPON . 21 April 1950	PROJECTED ASS	IGNMENT Age	t Pol. Yerfare Of	floor
1. Prescauser recent. The following grades show t	he achlèvement (	of the studen	t in class problems and	examin
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adjectival rating is based on the following scale: O to	598 Unsatisfacto	er: 60 to 19	s <u>Satisfactory</u> ; 80 to 89	1 .
Excellent: 92 to 1006 Superior.	•			
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Comprehension of mission of OPC		(40)	.30 16	
131 Comprehension of operational procedures 141 Comprehension of operational policy		(25)	16	•
the USSR and Communicm (clandestine aspects)	•	(20)	15	
Skills (4) Evaluation of operational data		(30)	24	
179 Operational planning		1301	24	
is) Operational mechanics		1301	23	
(4) Personality analysis		(30)	21	
GC1 Personality manipulation		1301	16	
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(6) Effectiveness		. 4	*	
(9) Stability		· Ř	1	
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	eres and Scheduling Officer.
TRAINING COURSE Operations Division OPC/THO	GRADE 7
	& Fol. Harfare Officer
1. PRESIDENCE RECORD. The following grades show the achievement of the student tions. The setal possible score is broken down to indicate the relative neighting of adjectival rating is based on the following scales: 9 to 198 unsatisfactory; 20 to 194 (scallent; 50 to 1905 Superior.  Possible Score  (1) Comprehension of basic principles of classestine aggregations	various factors. The oversit
t2) use of tradecraft tability to apply principles of clandestine operational	32
131 Abitite to evaluate operational data	15
(4) astarty to use operational data (20)	14
151 Planeing	19 17
(6) Feremotity analysis	42
(1) Personality manipulation	21
(8) Attention to detail	ĩ.
(10) Organization and presentation of written operations!	, <b></b>
material	16
rotal Overall asjectival rating Satisfactory (73%)	218
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FORM BO. 81-66

### TRAINING EVALUATION

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	RICHAROSON			
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	00 to 1005 Superfor.			
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(1)	Reporting of Information		(30)	20
(1) (2)	Message Writing	•••••	(5)	Ł
(3)	Interviews: Procurement of Informa	tion	(25)	r 14
(年)	Interviews: Personality Handling.	*******	(25)	16
(5)	Mapping and Sketching		(30)	26
(6)	Observation and Description	********	(30)	. 25
	Objective Tests		٠١	
(7)	Intelligence Tools and Objectives		(25)	18
(8)	Reporting Mechanics		(20)	15 .
(9)	CIA Security Regulations		(10)	9
(10)	USSR and Communism	• • • • • • • • • •	(50)	31
	TOTAL		(250)	1/0
•	Overall adjectival rating		Sat	isfactory
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(2)	ability to get along and work with people	6
151	Ability to greep instructions	5
131	Enthusiasm and Interest in work	7
(4)	Industriousness	7
(5)	Practical intelligence	7
151	Astuteness	7
177	Adaptability	Š
183	Effectiveness	7
	Stability	
1101	initiative	6
1221	imagination	ŏ
(12)	Ability to handle and direct people	6

#### AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM For Staff Agent, (Thomas B. CASASIN')

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

One-Time Payment. You are herein authorized a one-time, non-taxable Agency payment of \$235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from Paris to Norton, Massachusetts, and return to Paris. Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in subparagraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

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	ontracting	Officer	•

APPROVED:

Allowance Committee

SEURET

#### ADDINDUM TO STAFF AGENT SUPPLEMENT For Thomas B. CASASIN, Effective 5 August 1962

Mr. Thomas B. Casasin

Dear Mr. Casasia:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1906, the Committee made the following determinations which will apply to your Agency overseas assignment in Paris. France under non-official cover. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

- (a) Fixed Allowance. Iffective the day of your return to Paria you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of \$7,580 for the following year, i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your POV and common carriers in and around Paris and (2) storage of your HHE. Cuarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.
- (b) Exemption from Cifset. During this one year period of your overseas assignment, you are herein authorised to retain, without offset, the housing and cost-of-living allowances of your cover facility.
- (c) Requirement of Cortification. You agree to certify, when requested, that payments made to lou as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

BY

Allowance Committee

ACKNOWLEDGED:

Thomas B. Casasin

In view of your contemplated cover susignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee. 1. Payroll Administration. As indicated in your Staff Agent Fersonnel Action, your present halary and grade are \$13,510 and GS-116 respectively, and you are estitled to receive the solary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position, (a) The grous empluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified. (b) Your Enderal income fance will be withheld and reported in conformance with HR 20.33 or any aubanquent regulations or procodures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no afferential or if it is insufficient, you will be required to make tax committances in conformance with HB 20-661-1. Also, that fesumes together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign sacorae taxes imposed upon you. (c) This organization will deduct from the gross payments due you an amount equivalent to an and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund, This ampion will be deflicted from the differential due you by this organization. If there is no differential as if it is insufficient, you will be required to make direct monthly specitoritie organization in satisfaction of the required contributions, (d) If permanent quarters are not furnished your quarters allows ance will be granted at the modificam rate established for your post of assignment. family water and grade. No accounting for this allowance will be required. If your position requires that you make contribution to the Social Security Fund, such contributions will be at your expense. However, involuntary contributions for Lover facility programs, such as insurance and retire; ment, may be considered items of expense to this organization, and in

Supplement to Stall Agent, Personnel Action

Thomas B. Casasin

Dear Mr. Casasin

Ellective

shirm case any mornes you receive as a result of your participation in such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be acceptabled by this organization.

- distributed Cover Premium Pay. You are hereby authorized Conofficial Cover Fremium Pay in conformance with applicable organizational testimes. For your information currently this premium pay is ten perfect of your base balary, represents additional taxable compression to you and is applicable for that period of time you are assigned under non-conficial cover:
- 3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization issuances.
- 4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 20-2c provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations of HR 22, whichever allows the greater amount.
- 5. Travel Penalties: You herein agree that your assignment abroad will be for a minimum of from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

•	AGREED:
released in writing by the Go knowledge that violation of su	I be required to keep forever secret this Supplement you may obtain by reason hereof (unless cernment from such obligation), with full ich secrecy may subject you to criminal prosedaws; dated 25 June 1948, as amended, and olations.
	UNITED STATES GOVERNMENT

By Fersonnel Officer

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Dependents of Thomas B. CASASIS

The Cffice of Medical Services has advised that Thomas B. CASASIN's dependents did not take physical examinations prior to their PCS return to Paris. So that CASABIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

Daniel J. ENURIGAN

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20 OCT 1967\_

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SEPARATE

#### BIOGRAPHIC DATA SHEET

DOB: 20 January 1924 NAME: RICHARDSON, Jacques Gabriel

GRADE: GS-14 Date of Grade 16 January 1955

Wife . MARITAL STATUS: Married DEPENDENTS:

Daug - age 11

CAREER SERVICE DESIGNATION: Daug - age 8

#### EDUCATION:

Sir George Williams College, Canada - French 1940-42

1942 1945 Trinity College, Conn. - French ( rear)
Univ of Michigan - BA (1947), Oriental Civilization, Japanese

1951-52 Georgetown Univ. - International Relations

#### PRIOR ORGANIZATIONAL EMPLOYMENT:

1940-41

Jacoby Photographers, Montreal, Canada - Photo Tech (part-time). T. Eaton Co., Ltd (dept store), Montreal, Canada - Salesman 1941-42

(part-time).

1943-48 Military Service, U. S. Army, 1st Lt. (1946-48, G-2 Japan).

1949 Guide Publishing Co., Baltimore, Md., County Editor of weekly

newspaper (4 months).

1949 Housing Authority of Baltimore City, Md., - Planning Admin. off-

icer (6 months).

1955-56 Seikei Univ., Tokyo, Japan - Current Affairs English Seminar Leader (part-time).

#### LANGUAGE PROFICIENCY:

French - Reading and Writing - Elementary; Speaking - Native (Oct 1960).

Japanese - Reading and Spraking - Elementary; Writing - Intermediate. French

#### MILITARY RESERVE STATUS: NONE

#### ORGANIZATIONAL TRAINING:

1950 Basic Intel 1954 Counterespionage 1950 Staff Orient 1954 Audio Surv Mgmt 1950 1954 Ops Audio Surv Eq Ops. Flaps and Seals 1950 Adv Ops 1954 Intel Rptg Tech 1950 Intel Orient 1960 1950

Ops Famil 1960 Cland Serv Review

1950 1961 Mgmt Course UTGA

1951 Documentation 1961 IBM Program. Orient. Course

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#### BIOGRAPHIC DATA SHEET

#### RICHARDSON, Jacques Gabriel

#### ORGANIZATIONAL EMPLOYMENT:

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Nov 1949	I.O., GS-7, OPC/OPS St/FBD Area III, Hqs
Oct 1950	I.O., GS-9, OPC/FE-3/Ch, Soviet Desk, Hqs
Apr 1951	I.O., GS-11, OPC/FE/Dep Ch, FE-3, Hqs
Jan 1952	Ops Off, GS-12, OSO/SR/Dep Ch, SR-5, Hqs
	June - Oct 1952, TDY Hawaii, Alaska & Pearl Harbor
	June - Jul 1953, TDY Japan and Korea
Jul 1953	I,O., GS-13, KUDOVE/SR/Ch, SR-5, Hgs
Jan 1954	Area Ops Off, GS-13, KUDOVE/SR/COPs/Ch, Spec Def Rec Proj, Hqs
Feb 1955	Area Ops Off. GS-14. KUDOVE/SR/FE/Japan/Ch, USSR Base, Tokyo
	Oct - Nov 1955, TDY Hong Kong, Thailand, Malaya and Burma
Mar 1956	Area Ops_Off, GS-14, KUDOVE/SR/Tokyo Sta/Dep Ch, Sov Br, Tokyo
	Nov - Dec 1956, TDY Hong Kong and Australia
Oct 1957	Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Ch, Ops Br, Tokyo
Oct 1960	Ops Off, GS-14, KUDOVE/SR/Ch, Branch 6, Hqs

#### PERSONNEL EVALUATION:

Fitness Report, 10 April 1958 - 31 March 1959 "Subject continues as one of the most capable, professional and hard working of the branch chiefs in the station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position." Fitness Report, 1 April 1959 - 24 June 1960 "In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his 'host country'; an excellent and proven degree of operational 'know-how'; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty." Fitness Report, July 1960 - October 1961 "Subject supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well."

REAL

Section

. 45:12-/cs

MILIRION

#### 1 February 1962.

MEMORIADIN FCR: Central Cover Group/Nun-official Cover

VIA

SR/35

SUBJECT

Cover requirements for Thomas B. CASASIN (P)

- 1. Information keyed to your format "Nonofficial Cover Request for Individual" is transmitted herewith.
- 2. SR would like to have a durable, permanent cover established for Thomas B. CISASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.
- 3. It will be convenient for CISASIN to discuss cover plans and preparations with you whenever you wish. Miss Ruth Paul (ext. 3839) will serve as Neadquarters case officer and will be pleased to provide any supplementary information you may require.

John Gerry Chief, SR/2

Attachment:
As stated in Para 1, 2 cy

SECRET (When Filled In) LANGUAGE PROFICIENCY AND AWARDS DATA terzon 4 OFFICE OR DIVISION NAME (7 24) LAST Sichardson, Jacques G. SÉ Sapanose. ATE OF TEST 46-51 P. GRADE IO DATE OF BIRTH Str. 5, 1160 1 '5 11 BEASON FOR TAKING TEST TEST SCORES 12. READING (34) PROPURICIATION (Je) PLAKING (37) APPLY FOR AWARD ESTAILISH SHILL LEVEL 13 ELIGIBILITY (39) TYPE OF AWARD (A) ELEMENTARY INTERMEDIATE HIGH ACHIEVEMENT READING (8) SPEAKING (5) BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)

> 17. L'CERTIFY THAT PUNDS ARE AVAILABLE CHARGE ALLOTMENT NO. ORIGATION REF. NO. SIGNATURE

COMPREHENSIVE (C)

SICHATURE

FORM 1273 5-60 OBSOLETE PREVIOUS

NA

15 INELIGIBLÉ (REASON)

**SECRET** 

(10-45)

TO, I CEETING THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ \(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1}{2}\)\(\frac{1

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UNITED STATES GO. ERNMENT Memorandum

Mary

E/Pers.

FROM :

Registrar/OMS

SUBJECT:

Richardson, Jacques G.

Subject has been evaluated by OMS and found to be qualified for proposed assignment.

UNITED STATES GG. GRNMENT  $\it Aemorandum$ 

Mary E/Pers.

3 October 1967

FROM :

Registrar/OMS

Dependents of Richardson, Jacques

No medical disposition. Dependents will be evaluated when

physicals are received.

ad Coptoming 1960 Lilo No. Salisti

MEMORANDUM FOR:

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ATTENTION

Socialty Of Lour

SUBJECT

Establishment of Official Cover Backstop

REFERENCE

Form 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the the form official ideason and several recommendation of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of

has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Coverand Liaison Section, CCD.

- 2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Head-quarters status should be coordinated with this office for the determination of need for continued documentation and cover.

IS PAUL P. STEWART

JOSEPH M. ADAMS Chief, Official Cover & Limison, CCD

cc: Personnel Security Division, Office of Security

#### A. General Information

- (1) Thomas B. CASASIE (P). Aliases: John F. Reynolds, John R. Williams, John F. Martin, Mr. Black, John J. Kennedy, Lt. Col. Williams, Mr. Robbins, John Raincy, Mr. Richards, Mr. Roberts. Cover development has not been previously requested.
- (2) Staff employee, G3-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.
- (3) Employee: fully cleared; wife previously had CSA for contract work in Japan, not overtly affiliated with CIA (cover was Army). Spouse is aware of employee's status.
- (4) Medical status CK
- (5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.
- (6) Current covers industrial limison officer, Army Scientific Limison and Advisory Group. Previous cover (Nov 1954-Sep 1960): supervising foreign affairs specialist, Detachment 1, Army Froperty Disposal Sales Agency, APO 94, Sen Francisco. Earlier cover (Nov 1949-Nov 1954): editor, International Press Section, USIA, in Washington. All were backstopped.
- (7) New cover can be assumed at any time.
- (8) Proposed departure date overseas is roughly susser 1962, but is flexible.
- (9) SR/Support and SR/COA funds will be available to support any operational expenses and financial commitments made to the cover organization.

#### B. Biographic Information

- (1) DPCB: 20 January 1924, Baltimore, Haryland. Kele, caucasian. Karried, two children (girls, 8 and 11). Current address is 312 Lamond Place, Alexandrie, Virginia. Previous address was 344-C 3 chome Harajuku, Shibuya-ku, Tokyo, Japan.
- (2) Adult dependent to accompany is wife, who resides with employee, and on whom bio data is available in the Office of Security. Both minor daughters would accompany overseas.

- (3) Educations Bi, U of Michigan; graduate work in international relations at Georgetown University.
- (4) Professional experiences part-time work during college years as apprentice and journeyment photo technician; part-time work as photo equipment salesman; newspaper assistant editor, about \$2,100 per annum; assistant to chief, planning division of housing authority of major city, \$3,100 per annum; amployed since then by CIA, pay range of \$3,800 to \$13,250 per annum.
- (5) Outside interests: photography, including own processing; writing, editing non-fiction and some fiction; gardening and do-it-yourself wood and metal working; interest in mechanics and electricity; interest in organization, management, and administrative planning; member, British Interplanetary Society; former associate member, American Astronautical Society; former member, Japan Rocket Society. Interested in sports cars and other high quality automobiles and trucks. Skiing, swimming, horseback riding, hiking, camping, alpiriam.
- (6) Objective personality evaluation: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.
- (7) Financial status: almost wholly dependent upon job income. Cutstanding debt is mortgage on house (about \$20,500).
- (8) Previous foreign residence: Canada, 5 years; Japan, 8 years. Tourism and official travel (including war service) for shorter periods to the UK, France, Belgium, The Netherlands, Most Germany, Switserland, Italy, Austria, Denmark, Japan, Korea, Okinawa, Hong Kore, Thailand, Burma, Malaya, British North Borneo, Australia, and the Philippines.
- (9) Speaks Fronch and Japanese (tested in both).

#### C. <u>Security Considerations</u>

- Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.
- (2) Employee will know specifically of CIA interest.
- (3) Laployee has had normal staff employee access to CIA buildings.
- (4) Identification of CIA connection to others: a few close friends and neighbors are aware that employee has worked for CIA since spring 1961 on detailed basis from Pentagon. Employee has been exposed to foreign intelligence services, but always under alias, and in all cases but one for short, one-time purposes. Exception: the Japanese, who know employee as John Reynolds. Turned up once in a Japanese police report as a

possible intelligence-connected person after having been accosted by a Japanese policeman in a CIA safehouse which had evidently been compromised without Station's knowledge. Government claimed no knowledge of employee's intelligence connections. Employee has one close acquaintance in proposed area of assignment who knows of employee's true connections. Acquaintance is former staffer, discreet, and who wants to protect his own reputation and status locally.

- (6) There are no other known problems bearing on security.
- (7) Employee has used overseas cover designations and Headquarters \*\*Army Scientific Liaison and Advisory Group\* and USIA for cover backstopping for non-operational purposes.
- (8) After the forthcoming tour, it is hoped that the employee will be able to continue in a non-official cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.
- (9) This is a request for permanent cover.
- (10) Theodore G. Driscoll, 722 S. Royal Street, Alexandria, Virginia. Father-in-law of employee. He is not witting of Subject's CIA employment.
- (11) Insurance: WALPA and "Eisenhower" payroll-deducted insurance. Have personal policy with Massachusetta Mutual, taken out while under Army cover. Wife is beneficiary in all cases.
- (12) No Selective Service or reserve status or responsibility.

#### D. Operational Information

#### (1) Type of Operation

PI-CA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates <u>outside</u> the country of assignment when necessary.

Clandestine support and communications of own and others' operations.

Other tasks set out by Station, within cover and time-available capability.

#### (2) Location

Paris, France. Alternates: Brussels, Belgium; Luxeabourg; Geneva, Switzerland.

- (3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by the Paris Station.
- (4) Special groups the employee should be able to contact

Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.

- (5) Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.
- (6) Employee should be able to devote upward of 30 hours per week to operational duties.
- (7) Communications channels desired

Communications will be (a) directly with Station; (b) indirectly with Station via dead-drop, S/W, accommodation addresses, cut-outs, or any combination of these, or (c) in unusual circumstances via Headquarters or third country points. It is not desired that the cover facility provide an operational communication channel.

(8) Cover Suggestions

Suitable covers might include: technical publication representative, correspondent, or editor; book or manuscript agent or publisher's representative; corporation, service, or management consultant's representative; prestige or representational agent for large firm, service, institute, or association. The cover vis-a-vis the target is less important than the status afforded by the cover to the eyes of the host government, i.e., a reason for being there.